

VICE PRESIDENT FOR ADMINISTRATION

POSITION DESCRIPTION

The Vice President Administration is elected by the National Board in accordance with the National Constitution and Bylaws and is responsible to the National President and the Executive Board for recording and maintaining records of the Association's business, and serve as the Association's National Secretary for legal documents.

Authority

As an elected National Officer, the Vice President Administration has such authority to perform as is set forth in the National Constitution and Bylaws. In the event of the temporary disability or absence of the Vice President Administration, the President shall designate a member of the National Board to perform the official duties of the Vice President Administration.

Duties and Responsibilities

The following specific duties and responsibilities are delegated to the Vice President Administration. This list is not intended to be inclusive.

1. Record minutes of all meetings of the National Board.
2. Assist standing committees in the publication and distribution of material prepared by those committees as requested.
3. Delegate for accomplishment certain duties to the National Executive Director.

Performance Schedule

1. National Board Meeting Preparation
 - a. Prepare the Proxy form to be printed in the National Board of Delegates Notebook for use at the National Board meeting. Be sure that the latest Bylaw which covers the use of proxies is also submitted for publication with the proxy.
 - b. Two months prior to the National Seminar direct the National Office to notify the chapter presidents in writing that all names of national delegates must on file three weeks prior to the national seminar. The national office composes an official list for validation of proxy authorization at the national board meeting.
 - c. Contact the National Office to prepare table tents listing all chapter names, Executive Board member names and director names. Table tents listing the chapter names should be placed in alphabetical order left to right across the isle, as seen from the podium.
 - d. Consult with the national president as to the order he/she would like the Executive Board seated. The V.P. Administration should be close to or directly behind the president in order to assist in the meeting process. Next, coordinate with the Staff meeting planner on the arrangement of the head tables for the national board meeting; i.e. single level or multiple level. The directors should be seated at the first table across the front of the membership on the floor level.
 - e. V.P. Administration is responsible for the roll call at the national board meeting. At the beginning of the roll call instruct the members that when responding to the roll call to repeat their name and say "present". When a proxy is submitted, the V.P. Administration will repeat the delegate's name and recite the name of the proxy for the court recorder. Ask if anyone was inadvertently missed. Upon completion of the

roll call, verify the number of persons present and furnish to the V.P. Parliamentary Procedures.

- f. Obtain acceptance of the minutes at the national board meeting by asking, "Are there any corrections to the minutes as published?" Record corrections; verify from the previous court recorder copy that the correction is in fact required and not a "typo" in the National Board Meeting Notebook. If a correction is required, so note and ask the question "Do I have a motion to accept the minutes as corrected? A Second? All in favor? All opposed? Minutes accepted."

2. Meeting Minutes

- a. National Board Minutes- A professional recorder will transcribe and produce a typed document of the meeting. Approximately 10 working days following the meeting, the official document will be sent by registered mail to the V.P. Administration. Upon receipt of said document, the Staff meeting planner is to be contacted in order to verify the number of pages for final invoice approval.
- b. Minutes of Executive Board Meetings-Minutes should be written during the course of the meetings. Keep to the point in discussion. Transcription of all discussion and comments by the board members is not required. The minutes should be transcribed as soon as possible but not later than ten working days following the Executive Board meeting. A draft should be sent electronically to the President for comment. After comments from the President are incorporated, completed copies of the minutes are to be sent to the national office for distribution in the next president's package. The goal should be to have the minutes distributed in the chapter president's package following the Executive Board meeting. A continuous list of action items is kept, along with action item status and responsible party. Action items are distributed at the end of each meeting. Action item status is the first order of business prior to accepting the prior Executive Board meeting minutes.

3. Other

- a. Other administrative functions as requested by the President, i.e. notifying board members of any emergency board meetings and gathering information as to attendance and dates of arrival at all board meetings.
- b. V.P Administration will coordinate that all official board documents and minutes are kept at the National Office.

4. National office interactions:

VP's Responsibilities	National Office's Responsibilities
Responsible for signing all banking paper work-articles of incorporation	Forward all banking and legal papers for signature, distribute as needed
Provides minutes of the National Board of Delegates national officer election results	Forward copy to the bank, and other appropriate parties.
Provides minutes of Executive Board meetings	Distribute minutes via monthly package

5. General National Office Responsibilities

- a. Supply roll call roster for National Board of Delegates Meeting
- b. Supply table tents for the National Board of Delegates Meeting
- c. Take and write the Executive Board minutes in the absence of the VP Administration