



Roles and Responsibilities

CNA Board of Directors

Vice President

SUMMARY:

Assumes the responsibilities of the president in his/her absence and performs special functions as assigned to assist the president in performing the functions of that office. Serves on the Board of Directors and the Executive Committee.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of a board member:

1. Assumes the duties of the president in his/her absence.
2. Serves as a member of the Board of Directors and the Executive Committee and, with other members of the Executive Committee. Assists the president in the performance of his/her duties whenever requested to do so.
3. Attends the Annual Membership Meeting and special meetings as directed by the president. Participates in conducting the Annual Membership Meeting in the absence of the president.
4. Represents the association to constituent members and with other associations or organizations as requested by the president.

TERM OF OFFICE:

Elected by the Members for a term of two years; may serve no more than two consecutive terms in the same office or more than eight consecutive years on the Board of Directors.

QUALIFICATIONS:

Must hold current individual membership in CNA; may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with CNA.



TIME COMMITMENT:

The following is an estimate of time spent in fulfilling the duties of this office:

- 1 day, twelve times a year for Board of Directors meetings and other committee meetings held in conjunction with the board meetings;
- 1 day a year for the Annual Membership Meeting
- 3-5 days, for the, committee meetings, and pre- and post-Board of Directors meetings;
- possibly 2-4 days quarterly in liaison meetings or attending other events as CNA spokesperson either with or for the CNA president and 2-5 days per year handling special assignment requests of the president;
- average of 2-3 hours per week reading materials.