



NCRA VICE PRESIDENT JOB DESCRIPTION

OVERVIEW

The Vice President is elected by the NCRA membership and serves a one-year term. If the President and President-Elect are absent, the Vice President performs the duties of the office of the President during that time. The Vice President must know and understand NCRA's core values, strategic plans, bylaws, and policies and procedures.

RESPONSIBILITIES

In addition to the general responsibilities of Directors:

- The Vice President is a voting member of the Executive Committee.
- The Vice President assists the President, the President-Elect and the Board in promoting the objectives of NCRA.
- The Vice President establishes and maintains a close working relationship with the Executive Director to provide continuity of NCRA's goals, objectives, purposes, core values, and strategic plans.
- The Vice President assists the President-Elect in appointing potential committee, council and task force members and chairs for the following committee year.
- The Vice President serves as the Chair of the Policies & Procedures Committee.
- The Vice President serves on the Executive Director Performance Evaluation and Compensation Committee.