

Vice President

Overview of Responsibilities:

The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of that office. In addition, the Vice President shall perform such other duties and have such other powers as the Executive Committee shall prescribe.

Responsibilities:

1. Serve as the educational coordinator for the Annual Meeting.
2. Gather abstracts and speaker information for the Annual Meeting NSH Contact Hour Approval process.
3. Be the primary contact for speakers after the Annual Meeting program has been created.
4. Assist the Meeting Registrar in creation of the Annual Meeting program or other tasks related to the Annual Meeting.
5. Keep both paper and electronic records of NSH contact hour approval.
6. Appoint and oversee volunteer(s) to assist in the Annual Meeting program process as needed.
7. Participate in planning of the Annual Meeting.
8. Perform duties as assigned by the President in support of NCSH activities
9. Be a current member of NSH in good standing

Time Commitment during Year:

Varies depending on the time of the year

Time Commitment during Annual Meeting:

Time will be needed prior to and during the Annual Meeting to coordinate the meeting as well as time during the Awards Luncheon and Annual Business Meeting.

Qualifications:

The individual should have been a member of NCSH for at least five year prior to nomination and attend at least two Executive committee Meetings, one pre meeting and one post meeting. .

Selection Process:

By election

Term of Position:

2 years

Accountable to:

The Vice President is accountable to the the President. Upon taking office the Vice President needs to read the Conflict of Interest Policy and return the signed Acknowledgment to the NCSH Secretary to be filed in the official NCSH records.

Funding:

Funding will be based on the NCSH General Funding policy. This may include:

- Registration
- Food
- Hotel
- Travel

Vacancy:

When there is a vacancy in this position, a qualified member will be appointed by the NCSH President or Executive Committee per the NCSH Bylaws.

Leaving Office:

All materials relating to the office of the Vice President shall be turned over to the incoming Vice President at the close of the Annual Meeting if possible. Any remaining materials not turned over at the Annual Meeting will be turned over within 30 days of the Annual Business Meeting.

Taking Office:

The following items will be given to the Vice President upon taking office:

- Copy of the NCSH Bylaws
- Vice President's Job Description
- Copy of the General Funding Policy
- Copy of the Conflict of Interest Policy
- Any other pertinent documents relating to the position