

## NSMA VICE PRESIDENT - FACT SHEET

**TERM:** One year

Immediately succeeds to the office of President at the end of the term

Elected by the voting body at the NSMA General Assembly

If a vacancy occurs, the unexpired term is filled by a special election brought before the BOD

**QUALIFICATIONS:** Current CMA (AAMA) and active member of NSMA in good standing

Must have served as a Chair of an NSMA Standing Committee

Familiar with AAMA Bylaws and the NSMA Bylaws and Standing Rules

Understand basic parliamentary procedures

Strong leadership abilities

Professional written and verbal communication skills

Familiar with the duties of all officers and committees

Dependable, organized, hard-working, and committed to NSMA goals

**RESPONSIBILITIES:** Attend all NSMA BOD meetings and the annual General Assembly

Assume the duties of the President in that officer's absence

Assist the President throughout the term

Select the NSMA Medical Advisory Board members (pending BOD approval) for the upcoming term as President

Select Standing Committee Chairs for the upcoming year as President pending BOD approval

Serve on the NSMA Conference Grant & NSMA Scholarship Award voting panel

Submit a written year-end report

**BENEFITS:** Delegate to the AAMA national conference

**AUTOMATIC APPOINTMENTS:** Delegate to AAMA General Assembly

Member of the NSMA Bylaws Committee

**BOD NOTEBOOK CONTENTS:**

Copy of *Robert's Rules of Order, Newly Revised*

Current NSMA operating budget and NSMA financial policies

BOD Removal Policy Form

Retain year-end reports for 7 years.

Current NSMA Bylaws and Standing Rules

Current AAMA Bylaws

Current NSMA BOD roster

NSMA Planning Calendar

Revise/replace forms and samples as needed.

## NSMA VICE PRESIDENT

The Vice President (VP) should study the policies of NSMA, help carry them out, and become familiar with the basic principles of parliamentary law and *Robert's Rules of Order Newly Revised*. The VP must understand the NSMA Bylaws and Standing Rules including the functions of each standing committee.

The VP automatically advances to the office of the President and should be able to provide continuity of activities and goals. During the term of office, the VP should be available to assist the President and observe the actions of the President to become familiar with the duties expected when the presidential role is acquired. This term should be used wisely as a period of training and preparation.

The VP will take the place of the presiding officer whenever it is necessary for the latter to leave the President role. The VP will have all the powers, duties, privileges, and responsibilities of the office of President during this time.

At the close of the annual NSMA conference, a list of the newly elected officers and committee chairs, the names of delegates and alternates to the AAMA General Assembly and any change in NSMA or Chapter dues assessment must be forwarded to AAMA by the President. This is extremely important and one of the first duties of the newly installed President. Keeping this mailing list up to date is the only way of maintaining effective and timely communications with AAMA. The Vice President should confirm this step has been taken by the newly installed President.

This officer is an automatic member of the NSMA Bylaws Committee.

Assuming all other requirements are met, the VP shall automatically be the second delegate representing NSMA at the AAMA General Assembly and annual conference. Refer to the NSMA Standing Rules for responsibilities and attendance requirements.

To provide NSMA representation, either the President or the VP may attend the February (winter) or the June (summer) AAMA Board of Trustee meeting held in Chicago. The first offer is to the current President but if that officer is unable to attend either meeting, the VP is eligible. Travel and lodging shall be reimbursed by NSMA following reimbursement guidelines and with proper receipts. All efforts should be made to keep expenses to a minimum including rooming with another attendee when possible. Additional meeting information can be obtained by contacting.

The VP should request a President lapel pin from the NSMA Treasurer and have it engraved with "NSMA President" and the term year. The pin is then presented to the outgoing President at the installation ceremony. The VP also presents a "thank-you" gift from NSMA to the outgoing President.

The VP must select an installation officer and plan the installation ceremony working with the annual NSMA conference chair. In addition, the VP should submit to the annual Conference

Chair a list of any special guests (i.e. family members, co-workers, employers, and friends) personally invited to the installation ceremony for seating at a reserved table. The VP will prepare and present an acceptance speech to be delivered at the NSMA Conference during the installation ceremony and must be prepared to assume the duties of the President immediately following installation. This will include presiding over the final sessions at the conference and the post-conference BOD meeting.

**RECRUITING:** The VP must select a chair for each standing committee and seek BOD approval at the post-conference Board meeting. Qualifications are required for each position and must be reviewed to verify that potential candidates meet the standards. The VP should try to ensure that all geographic areas are represented among the open Board positions. If needed, Committee chairs will appoint their committee members.

After recruiting standing committee chairs, the VP should ensure that all members read and sign the NSMA Board of Director Removal Policy form. This signed form is filed in the VP BOD Notebook and retained for two years.

The VP should try to avoid having the same people hold committee chair positions over and over. If current members are willing to assume a leadership role, other members may hesitate to step forward and their talents will go untapped. Having the same officers and chairs in place year after year can create the appearance of a clique or result in eventual member “burn-out”.

Additional duties for the VP include selecting candidates for the NSMA Medical Advisory Board for the upcoming President’s term and obtaining BOD approval. The VP will submit a brief personal and professional biography, along with a good-quality photograph (headshot preferred) if required for posting on the NSMA website.

