

Role & Function: Vice President

Description: The Vice President is an elected member of the Executive Committee. The role of the Vice President is to support and assist the President and the association through facilitation or co-facilitation of meetings, committees, and in the completion of annual and long-term board action items.

Accomplishment	Sub-Accomplishments	Measures	Standard
BOARD & COMMITTEE FUNCTIONS			
Participate in Executive Committee Meetings	Communicate availability to attend Actively participate in Executive Committee Meetings	Meeting minutes	Meetings attended regularly
Facilitate General Operating Committee Meetings	Complete agendas and documents related to work group activities and review with President Send out agendas and supporting documents to the committee in advance of meetings Ensure meetings follow Robert's Rules of Order Ensure meeting minutes are sent to Secretary	Timeliness of both agendas and meetings Meetings facilitated to conform to agenda timeframes Meeting Minutes	Meetings held regularly Documents sent in advance of meetings General Operating Committee Meetings effectively address required business Documents posted on apbs.org for public accountability
Facilitate Long Range Fiscal Planning Group	Facilitate discussions about the current status of APBS and define long term planning steps to be presented to the EC and Full Board for review and vote Quarterly Meetings scheduled in advance Ensure meeting minutes are sent to Secretary	Timeliness of both agendas and meetings Project documents Meeting minutes	Meetings held regularly over a period of approximately two years Documents sent in advance of meetings Documents posted on apbs.org for public accountability
Executive Committee Liaison for Membership Committee	Actively participate in Membership Committee Meetings Provide status updates to Executive	Meetings minutes	Meetings attended regularly

Accomplishment	Sub-Accomplishments	Measures	Standard
	Committee on Membership Committee goals as relevant		
Facilitate and/or participate in relevant Ad Hoc Work Groups (e.g. Evidence Based Practice, International Members)	Participate actively in meetings Keep Full Board and Executive Committee informed about important issues	Documents and other communications	Meetings held regularly Documents sent in advance of meetings
Support President through meeting facilitation if unavailable or unable to attend a Full Board or Executive Committee meeting	Facilitate meeting following pre-determined agenda Meetings follow Robert's Rules of Order Ensure meeting minutes are sent to Secretary Follow up with President following the meeting to review outcomes	Project documents, meetings, other communication Timeliness of both agendas and meetings	Documents sent in advance of meetings Documents posted on apbs.org for public accountability
OTHER MANAGEMENT TASKS			
Provide oversight to the APBS Newsletter Editor regarding content and editing of manuscripts	Meet with the newsletter editor on a regular basis Provide editorial guidance Inform board of content planned for the year (including proposed changes to format and structure and number of submissions)	Quality of written content Decisions related to publication	Annual review of newsletters by a subset of the board and APBS Membership with recommendations for future steps for improvement
Work with President and Executive Director on Annual Report	Communicate and submit content in a timely fashion Provide review and feedback to President and Executive Director	Documents and other communications	Review of written materials annually within APBS Meets or exceeds deadlines for submitting materials

Skill Sets Requirement

- Experience facilitating large and small groups both onsite and on conference calls/webinars

- Ability to communicate effectively with other individuals
- Writing Skills for various types of tasks
- Experience following Robert's Rules of Order is helpful (This can be learned over time)
- Understanding and experience with general problem solving model