

# PTAG Policy & Procedures Manual

## VICE PRESIDENT

### Job Summary

1. Serves as a voting member of the Executive Committee and Board of Directors
2. Organize and implement Chapter educational programs at annual association conference
3. Assumes the duties of the President in the absence or incapacity of the President
4. Succeeds to the Presidency if the position is vacated

**Term:** Two (2) years of service

### Responsibilities:

1. Attends all Executive Committee, Board of Directors and business meetings
2. Communicates regularly with the President and the Executive Office as needed to facilitate the roles of the office.
3. Program and meeting activities
  - a) Appoints work groups/tasks forces necessary to facilitate events of the annual conference (ie programming, research, awards, social, etc)
  - b) Oversees and implements educational programs at the annual association conference
  - c) With Executive Office, maintains a permanent file of programming work group activities
    - (1) includes file of past programs and information on speakers for use in future program planning
4. Submits an annual budget in accordance with PTAG Policies and Procedures guidelines, for the planning of PTAG annual conference activities
5. Assists President in orienting newly elected officers and Board members

### Qualifications

1. Experience in PTAG leadership positions
2. Experience in project management strongly recommended
3. Ability to work collaboratively and provide direction and leadership
4. Sound understanding of the health care delivery system, the profession and the Association
5. Strong communication & interaction skills, including a knowledge of parliamentary procedure
6. Ability to be futuristic and visionary
7. Ability and willingness to devote the needed time to fulfill responsibilities

### Commitments: Time & Financial

Time:

1. Attendance at all PTAG Executive Committee, BOD, and Business meetings
2. Time necessary to fulfill the duties and responsibilities of Vice President
3. May be called upon by President to serve as the President's designee at various meetings and functions

Financial:

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1. Time away from work to fulfill required duties and attend meetings
2. Travel to and lodging for scheduled meetings: financially supported
3. Complementary registration to PTAG Annual Conferences