



# NCRA VICE PRESIDENT JOB DESCRIPTION

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## **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 possess a strong working knowledge and clear understanding of 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.