

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS STANDARD OPERATING PROCEDURES

FIRST VICE PRESIDENT

Reviewed: June 2019

Amended: July 2019

Effective: October 1, 2019

PURPOSE

Serve as a technical advisor to the President and NCSSSA members. Assist the President in matters of the Organization and achieve specific goals as required by the President. Serve as Chair of the Program Committee and manage the activities of the Annual Conference. Maintain the integrity and purpose of the Annual Conference through professional relationships with NCSSSA members, federal officials and other organizations.

RESPONSIBILITIES

CONFERENCE YEAR

1. Assist the President in administering Organizational matters including procedural and internal policy assistance to the Executive Committee and Committee Chairs and handling assignments as delegated by the President.
2. Provide leadership in achieving objectives that benefit the Organization as a whole. Dedicate both the time and effort necessary to serve the NCSSSA membership and properly perform the duties assigned.
3. Perform Executive Committee duties including raising procedural, policy, fiscal, or other matters of importance to the Organization. Assist in the active resolution of problems or issues before the Executive Committee and assist in planning future Organizational goals and objectives.
4. Serve as a liaison between the Organization and key federal officials. Maintain open and direct communication with NCSSSA members, Executive Committee, and Committee Chairs regarding the liaison efforts.
5. Serve as the President's designated representative in matters involving the Organization as requested by the President. Draft reports or other products regarding these matters maintaining the prescribed standards of the Secretary.
6. Assist in the preparation of testimony and, if necessary, co-testify with other designated NCSSSA member(s), before Congress or appropriate state or federal bodies.
7. Attend the Annual Leadership Meeting with the President and Vice President Designate in Washington D.C. and Baltimore, Maryland.
8. Approve the President's NCSSSA related expenditures prior to payment by the Treasurer.

ANNUAL CONFERENCE

9. Plan, organize, direct, and otherwise manage all activities supporting or required by the Annual Conference. Refer to Program Committee section for Annual Conference duties and responsibilities.
10. Ensure that all pertinent organizational materials are provided to the incoming Vice President. Brief and review the Vice President duties with the incoming First Vice President and serve as a technical resource. Briefing shall include a detailed recap of the roles and responsibilities of the Program Committee Chair.

Universal Committee Requirements

Important additional responsibilities and requirements for this Committee Chair and members are included in the Policy and are a part of this SOP and a duty of this Committee.