

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

STANDARD OPERATING PROCEDURES

REGIONAL VICE PRESIDENT

Reviewed: June 2019

Amended: July 2019

Effective: October 1, 2019

PURPOSE

Represent the interests of all states in each NCSSSA region when participating in the Membership and Executive Committees to conduct business affairs. Coordinate and act as the primary informational liaison between the Executive Committee and the NCSSSA members within the Regional Vice President's region.

RESPONSIBILITIES

1. Provide leadership to both the Executive Committee and the regional state administrators to raise procedural, policy, fiscal, or other matters of importance to the Organization.
2. Distribute on a timely basis, as requested by elected officers and designated Chairs, any informational reports, newsletters or Organization materials to regional state administrators and members.
3. Distribute Executive Committee information to the regional state administrators.
4. Assist any regional Administrator in resolving unique problems or issues by contributing professional expertise or drawing upon NCSSSA technical resources.
5. Solicit information from regional state administrators (both active and inactive) regarding issues, concerns, problems, suggestions, and other matters. Share items with the Membership Committee, which may decide to forward them to the Executive Committee for follow-up.
6. Assist NCSSSA officers in the execution of their duties, when requested. Perform ad-hoc activities (preparing reports, surveying regional members, etc.) as requested by the President or designee.
7. Maintain routine contact with each regional state administrator and conduct quarterly conference calls with their regional states, and Regional Conferences or seminars, when appropriate or as requested.
8. Conduct regional caucuses during the Annual Conference. Identify potential host state administrators, solicit committee interest/participation, formulate regional positions or nominations, and policy or procedural issues requiring an NCSSSA vote, etc.
9. Assist the Program Committee Chair by performing moderator/speaker duties at the Annual Conference. Extend hospitality and assistance to all members during the Annual Conference.

10. Serve on the Membership Committee.

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.