

## REGIONAL VICE PRESIDENT

Reviewed 2015

**PURPOSE** Represent the interests of all states in each region when participating in the Executive Committee in conducting NCSSSA 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 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 Administrators and members.
3. Distribute Executive Committee information to the regional 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 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 Administrator and conduct 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.
11. The Regional Vice President shall prepare and present a summary report at the Annual Conference, highlighting his/her regional activities. The written report must be prepared

consistent with the Secretary's prescribed requirements.