

## POSITION DESCRIPTION - Vice President

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**Qualifications:** Active member for three years; two years prior Board Service

**Term:** One year, not renewable

### Position Responsibilities:

- Act in place of the President-Elect when required.
- Serve as a member of the Executive Committee and Finance Committee.
- Partner with the President-elect to lead the Chapter Presidents Council to ensure strong communication and guide effective meetings at the annual meeting and conference calls.
- Be knowledgeable about PALTmed's Bylaws, policies, position statements, financial status, and strategic goals, to ensure continuity and smooth transition to the office of President.
- Perform duties assigned by the President.
- Succeed to the position of President-Elect.

### Responsibilities of the Board of Directors

- Participate in the development of the strategic plan.
- Foster forward thinking while supporting the Association's mission, goals, policies, programs, strengths, and needs.
- Monitor programs and activities for relevance, mission alignment and achievement of expected outcomes.
- Review the materials that are distributed and help make prudent, informed decisions. Be prepared to ask questions and discuss issues at meetings. Understand the issues before voting on them. Be open to hearing all sides of questions before deciding.
- Support the majority decision – deliver a consistent message of the Board and not your opinion.
- Read and understand the financial statements. Oversee the financial status of the Association and make prudent financial decisions to ensure the financial stability of the organization.
- Participate in a Board orientation training session as scheduled.
- Voting member of the House of Delegates.
- Support the Executive Director.
- Make an annual gift to the Foundation.