

Board of Trustees - Regional Vice President

Position Description: A Regional Vice President (RVP) is a member of the Board of Trustees representing one of the eight geographic regions and is elected for a two-year term of office. Each RVP represents national interest in coordinating all activities affecting the association in the specific region from which elected.

- The RVPs coordinate with Executive Committee members responsible for specific area of interest that will have regional representation (i.e., awards, bylaws, etc.).
- Each RVP should form a “Regional Executive Committee” which is a team of volunteers who serve in various functions at the regional level. At least 30 days prior to the annual convention, the president, with the advice of the committee chair, the RVP and other appropriate officers, will appoint the regional committee chairs. The incoming committee chair and RVP will choose a person(s) who they feel will be able to perform all the duties of the position and make a recommendation no later than 60 days prior to the annual convention. Only active members in good standing may serve as regional committee chairs. The decision of the president will be communicated to the RVP, committee chair and to the appointed regional chair.

The specific responsibilities of the RVP are:

- Maintain up-to-date status on all chapter leaders, programs and problems; must know what is going on. See that a communications link exists between Local, State, Regional and National leaders; be the key person in that communications link!
- Establish one state coordinator in each state who will assist in knowing activities ongoing in the state. In states with a state association, *the president of that association would be a good person for this role.*
- Participate in monthly RVP meetings and discuss issues in the region. Report achievements since last Board report, plans for the future, requests for assistance, problems and recommended solutions.



- Represent NABIP at chapter conferences and other meetings within the region.
- Help develop and implement membership campaigns, promote all NAHU-sponsored designations, and other professional development programs as needed.
- Conduct at least one regional meeting per year (invitational) for all state and local association leaders including presidents and presidents-elect and include the regional chairs and their state and local chapter counterparts as well as regional representatives or liaisons to the national committees.
- Conduct regional sessions at the Annual Convention, Capitol Conference, and other national meetings where asked.
- In conjunction with all other RVPs, evaluate current programming and activities, and recommend to the Board of Trustees activities and procedures that will make NABIP more effective.
- Ensure that all chapters within the region are operating in accordance with the scope and intent of the NABIP bylaws, and policy and procedures.
- Assist in formation of new chapters. Develop a plan for establishing new chapters and priority for implementation. Set realistic goals for the year.
- Operate within the constraints of the current budget and prepare a proposed regional budget for the following fiscal year.
- Identify and cultivate potential leaders.