

Utah Public Health Association ~ Position Description

Title: Vice President

Length of Term: One Year

Succession From: (none)

Succession To: President Elect

Bylaw References: Article 4 - Officers , Others

Policy References: Membership, Offices, Program/Conference

Position Resources:

UPHA Email address: vicepresident@upha.org from <http://zimbra.xmission.com>

APHA Resources: Affiliates Online Community - <http://affiliates.apha.org>

Association Level Responsibilities:

- X Officer
- X Board of Directors
- _ Leader of Management Unit

Related Management Units: Member Services

Related Committees: Annual Meeting, Membership

Related UPHA Web Sites: Main and others related to Member Services

Position Summary:

This position provides senior leadership and oversight to the Association. The Vice President represents the President in her/his absence at Board and the Annual Business meeting, is a registered agent for the Association, and responsible for legal and business aspects of the association. The Vice President also assists with the functions of the Member Services unit.

Duties and Responsibilities:

1. Provide Senior Leadership to the Association –

- Assist President in organizational, financial and legal responsibility functions of the Association.
- Act in behalf of the President when directed at Board, Business and Executive Committee meetings.
- Assist President identify annual priorities, projects and issues and assign responsibilities for completion of these for the Association year person presides in this position.

2. Provide Leadership to the Member Services Management Unit and associated functions for the Association –

- Assume Co-chair of the Program / Conference Committee and associated planning and implementing functions related to the annual educational conference.

3. ***Develop Sustainable Resources for the Member Services Functions*** –
 - Research additional funding sources for conference related functions.
 - Assist with fund raising efforts (events, networks, grant writing, organizational resource inquiries, etc.) related to member services functions.
 4. ***Provide Advocacy Functions related to Association's Member Services*** –
 - Assist policy subcommittee in prioritization of member advocacy efforts.
 - Develop advocacy and other professional development opportunities for membership.
 5. ***Provide Association Membership Enhancement products*** –

Develop and expand Membership benefit products and services as it relates to the Program / Conference services and in other areas of the President Elect's oversight.
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Board Member Expectations

1. ***Commitment of time:***
 - Participate in board meetings regularly
 - Participate on committees and task forces
 - Support special events
 - Stay informed on issues, read materials
 - Ask questions and clarification on issues, consequences of actions
2. ***Hold each other and ourselves accountable for the mission, financial viability and effectiveness of the organization.***
3. ***Develop sustainable resources.***
 - Make a personal financial commitment at the appropriate level
 - Help develop resources in one or more of the following ways:
 - Seek financial resources from individuals, foundations, corporations
 - Suggest people, corporations, provide contacts
 - Network with other organizations who give might support
 - Seek gifts in kind
4. ***Be an ambassador and advocate.***
 - Contact, write to local media when appropriate.
 - Get acquainted with legislators, policy makers on local, state, national levels.
5. ***Engage in board self-assessment, project assessment annually.***
6. ***Support the staff.***
7. ***Avoid conflict of interest and other unethical behavior and sign the Conflict of Interest form.***
8. ***Support board decisions, and treat board matters confidentially.***
9. ***Look for strategic alliances, entrepreneurial ways, collaborations.***
10. ***Celebrate successes; enjoy the challenge of the task!***