

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

VICE-PRESIDENT

1. Vice-President is elected by the membership.
2. Vice-President's term is two years.
3. This elected position will constitute one vote on the Board and is a member of the Executive Committee of the NCSSWA Full Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall preside at meetings in the absence of the President and shall succeed him/her if the President is unable to complete his/her term in office.
- C. Shall be responsible for the planning and implementation of fall conference.
- D. Shall serve on and attend Executive Committee and Full Board Meetings.
- E. Shall submit a Vice-President's Report at each Full Board Meeting.
- F. Shall regularly and routinely check NCSSWA email and respond appropriately.
- G. Shall maintain a record of position activities and dates to share with next term Vice-President.
- H. Shall maintain membership in SSWAA (School Social Work Association of America) in order to participate in necessary SSWAA activities throughout term of office. Membership dues are the responsibility of the elected officer.
- I. Shall submit a yearly budget to the Executive Committee at the spring board meeting for conference plans, merchandise, and any conferences (when approved by executive board).
- J. Shall complete other duties that may be assigned by the President.
- K. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.
- L. Shall designate a Hospitality Committee to assist with fall conference and any other committee that is necessary for assisting with fall conference.

HOSPITALITY Committee Duties and Responsibilities

- A. Shall assist with fall conference Hospitality Room as needed or directed by the Vice-President. This may include soliciting snacks and drinks from sponsors or participating board members and members, coordination of hospitality room and times available.
- B. Shall assist if needed with registration at fall conference and with preparing, gathering, and creating hospitality bags or items for fall conference.
- C. Shall complete other duties that may be assigned by the Vice-President.
- D. Shall maintain a record of position activities and dates to share with next term Hospitality Committee.