

Vice President- Job description

The Vice President shall assist the President in day to day operations as designated by the President. The Vice President shall serve a one year term, or until the successor is elected.

DUTIES:

1. Attend membership meetings held in the spring and fall of each year.
2. Attend, when able, a least one AANA Meeting per year (Annual Congress, Mid-Year Assembly, Fall Leadership Academy - see travel reimbursement policy).
3. Assist the President in day to day operations as designated by the President.
4. Serve as a voting member of the KyANA Board of Directors and attend and participate in all meetings of the Board.
5. Upon request, assist all officers in performing their responsibilities.

TIME COMMITMENT:

- The Board meets quarterly in the fall, winter, spring and summer. Meetings last approximately three (3) hours.
- The Fall and Spring Board Meetings are held in conjunction with the KyANA meetings. The Fall Meeting is two and a half (2.5) days and Spring Meeting is one and a half (1.5) days (see travel reimbursement policy). The Winter and Summer Board Meetings are usually held on a weekend day.
- On months without quarterly Board meetings there will be a one-hour conference call. A one-day (weekend) planning retreat may be conducted on an annual basis.
- The Vice President is eligible to attend AANA Annual Congress, Mid-Year Assembly, or Fall Leadership Academy per the travel reimbursement policy.

