



iaap
Leading
Administrative Professionals

IAAP Board Vice Chair:

POSITION DESCRIPTION

Position Title: Vice Chair

Accountable To: The IAAP Board of Directors, current and future IAAP members

Collaborates With: IAAP Board, staff, and other key stakeholders

Purpose: Provide volunteer leadership, governance and oversight to IAAP as a voting member of the board with full authority and responsibility to develop the strategic direction and policies of the association. Monitor the association's financial health, participate in budget planning and support the IAAP core purpose, vision and core values.

General Responsibilities:

- Develop, understand, and support the strategic plan in its core purpose of IAAP
- Be knowledgeable and stay current on issues and trends affecting the association and the profession
- Ensure effective organizational planning
- Develop policies to govern the association
- Protect assets and provide proper financial oversight
- Ensure long-term viability of the board through succession planning
- Participate in informal and formal mentorship programs
- Duty of care: be informed and ask questions, use good judgment at all times, and perform due diligence in decision making
- Duty of loyalty: act in the best interest of the association and membership, avoid conflicts of interest, comply with policies regarding code of conduct and ethical behavior
- Duty of obedience: remain faithful to the core purpose, vision, and goals, abide by the governing documents, manage funds to fulfill the strategic plan
- Uphold IAAP's public image, both internal and external
- Contribute to the performance evaluation of the CEO
- Attend the board orientation and in-person board meetings annually, as well as participate in monthly board meetings
- Prepare for all meetings by reviewing the agenda and supporting documents in advance
- Serve on board subcommittees, working groups, and other responsibilities as appointed by the chair, which may require monthly/semi-monthly conference calls

Term: One (1) year

Participation: During the term of service on the board, the vice chair may participate in Region and Branch events. The vice chair may not serve in another IAAP related leadership capacity, including the following: Region Director, Branch Director, Certification Administration Committee, Governance and Leadership Committee, or The Foundation of IAAP Board of Directors.