



**National Association of Healthcare Access Management
Position Description**

VICE PRESIDENT

**(Term of Office Two Years. Succeeds to NAHAM
President for two years and then to NAHAM Immediate
Past President & Conference Chair for two years)**

Responsibilities:

1. Act as President with powers in absence of President.
2. Serve on the Executive Committee of the Association. Act as advisor and liaison between Committee Chairs, Regional Delegates and Executive Committee.
3. Attend committee meetings as necessary.
4. Serve as leader for the Regional Delegates. Lead monthly regional delegate calls, assist with onboarding and transitions, mentor regional delegates and ensure succession planning.
5. Serve as leader for the Affiliate Council. Work with NAHAM staff to disseminate information from NAHAM to the Affiliate Council. Lead quarterly affiliate council calls, mentor Affiliate leaders and monitor and strengthen affiliate relationships.
6. Serve as volunteer responsible for oversight of National Patient Access Week, including themes, products, and announcements.
7. Initiate formal and effective transition of office to incoming officer at the end of term.
8. Serve on special committees or projects at the request of the President and the Board of Directors.
9. Act as role model and representative of the Association, seeking input from the membership at large, responding and reporting accordingly.
10. Fully participate in all discussions and decisions of the Board of Directors. Act as a role model and representative of the Association, seeking input from the membership at large, responding and reporting accordingly.
11. Review the annual board of director self-assessments in conjunction with the President and Executive Director.