

NENA Executive Board Nomination Statement of Responsibilities

The purpose of this document is to establish a clear description of the duties to be carried out and responsibilities to be fulfilled by the **Second Vice President, Regional Directors, and Private Sector Director** of the National Emergency Number Association (NENA). This statement is to be distributed to prospective candidates during the nominations process, to be read, signed and returned for inclusion with the candidate's dossier as part of the qualifying procedure. Candidacy must be supported in writing by a candidate's agency whose representative must also sign the Statement of Responsibilities.

Second Vice President

In addition to the duties stated in NENA Bylaws, the Second Vice President will perform the following functions.

1. Agree to a four-year commitment to serve on the NENA Executive Board, commencing with election to this position. The Second Vice President will rotate to the First Vice President position during their second year of office, and to the position of President in the third year of elective office. During the fourth year on the Executive Board the immediate past president serves as ex-officio board member.
2. Serve as the secretary of the organization, responsible for producing minutes of all official meetings of the organization. Minutes produced and approved by Board are kept on file in NENA's Executive Offices.
3. Attend the Annual Conference and all Board meetings scheduled before and during, and following the conference.
4. Attend two Board meetings during the year at locations across the country as scheduled by the association President.
5. Participate in telephone conference calls arranged for the purpose of accomplishing association business during the course of the year.
6. Serve on special study groups and committees as assigned by the President of the association.

Regional Director and Private Sector Director

Western and Southeastern Regional Directors shall be elected in even number years, with North Central, Northeastern, Canadian Regional Directors and Private Sector Director elected in odd number years. The regional and Private Sector Director positions are two-year commitments commencing with election. In addition to the duties stated in NENA Bylaws, Regional Director and Private Sector Director Officers will perform the following functions.

1. Establish and maintain communications with members of the region/membership segment he/she represents. This includes travel to Chapter Conferences in your region within budget provided.
2. Facilitate annual NENA Membership Drive for their respective region/membership segment.
3. Write and distribute newsletters or other correspondence to keep members informed of national board activities.
4. Regional Directors: Assist region members in forming and/or maintaining chapters of NENA. This includes advising chapter officers of bylaws requirements, attending chapter meetings when possible, and keeping up with current officers of each chapter.
5. Attend the Annual Conference and all Board meetings scheduled before, during, and following the conference.

6. Attend a minimum of two Board meetings during the year at locations across the country as scheduled by the President of the Association.
7. Participate in telephone conference calls arranged for the purpose of accomplishing association business during the course of the year.
8. Serve on special study groups and committees as assigned by the President of the association.
9. Provide information to the Executive Director/CEO, NENA staff and/or official publication Editor concerning activities for publication in the publication of the organization.

Other Requirements

1. All nominees must be current ENPs.
2. Second Vice President Nominees must be Public Sector/Government or Hall of Fame members of NENA.
3. Nominees for Regional Director must be Public Sector/Government, Hall of Fame, or Private Sector/Commercial members of NENA.
4. Nominees for Private Sector Director must be Private Sector/Commercial members of NENA.

Please check the appropriate position of nomination:

- Second Vice President Northeast Regional Director North Central Regional Director Canadian Regional Director
 Private Sector Director

Candidate's Signature

Date

Agency Representative Signature

Date