

NPMA Executive Board

VICE PRESIDENT - ADMINISTRATION

The Vice President - Administration is elected by the National Board in accordance with the National Constitution and Bylaws and is responsible to the National President and the Executive Board for recording and maintaining records of the Association's business, and serves as the Association's National Secretary for legal documents. In the event of the temporary disability or absence of the Vice President - Administration, the President shall designate a member of the National Board to perform the official duties of the Vice President - Administration. The following specific duties and responsibilities are delegated to the Vice President - Administration. This list is not intended to be inclusive.

Position Duties

- Records minutes of all meetings of the Executive Board using the following guidelines:
 - Keep to the point in discussion; transcription of all discussion and comments by the board members is not required.
 - The minutes should be transcribed as soon as possible but not later than ten working days following the Executive Board meeting.
 - A draft should be sent electronically to the President for comment. After comments from the President are incorporated, completed copies of the minutes are to be sent to the National Office for distribution to the Executive Board.
 - A continuous list of action items is kept, along with action item status and responsible party. Action items are distributed at the end of each meeting. Action item status is the first order of business in accepting the prior Executive Board meeting minutes.
 - Once they are approved, the minutes (or abbreviated version) can be posted on the website.
- Records minutes of the meeting of the National Board at NES using the following guidelines:
 - A professional recorder will transcribe and produce a typed document of the meeting.
 - Approximately 15 working days following the meeting, the official document will be sent by registered mail to the Events and Education Manager at the National Office in order to verify the number of pages for final invoice approval.
 - The original transcription document is then given to the Executive Director to file in the historic archives, and a copy is sent to the VP- Administration.
 - The VP- Administration uses the meeting transcription to write up minutes, which are included in the next Delegates Notebook.
- Manages administrative functions at the National Board meeting, including the following tasks:
 - Prepare the Proxy form to be printed in the Delegates Notebook for use at the National Board meeting. Be sure that the latest Bylaw which covers the use of proxies is also submitted for publication with the proxy.
 - Two months prior to NES, direct the National Office to notify the chapter presidents in writing that all names of national delegates must on file three weeks prior to the national seminar. The national office composes an official list for validation of proxy authorization at the national board meeting.
 - Contact the National Office to prepare table tents listing all chapter names, Executive Board member names and director names. Table tents listing the chapter names should be placed in alphabetical order left to right across the isle, as seen from the podium.
 - Consult with the national president as to the order he/she would like the Executive Board seated. The VP - Administration should be close to or directly behind the president in order to assist in the meeting process. Next, coordinate with the staff Events and Education Manager on the arrangement of the head tables for the national board meeting; i.e. single level or multiple level. The directors should be seated at the first table across the front of the membership on the floor level.
 - The VP - Administration is responsible for the roll call at the national board meeting. At the beginning of the roll call instruct the members that when responding to the roll call to repeat their name and say "present". When a proxy is submitted, the VP - Administration will repeat the delegate's name and recite the name of the proxy for the court recorder. Ask if anyone was inadvertently missed. Upon completion of the roll call, verify the number of persons present and furnish to the VP - Parliamentary Procedures.
 - Obtain acceptance of the minutes at the national board meeting by asking, "Are there any corrections to the minutes as published?" Record corrections; verify from the previous court recorder copy that the correction is in fact required and not a "typo" in the Delegates Notebook. If a correction is required, so note and ask the question "Do I have a motion to accept the minutes as corrected? A Second? All in favor? All opposed? Minutes accepted."

- Continued -

- Assists standing committees with the publication and distribution of material prepared by those committees as requested.
- Ensures that all official board documents and minutes are kept at the National Office.
- Delegates certain duties to the national Executive Director as appropriate.

Appointments

- Submits to the National President for approval, a National Director for Historical Archives and a national Director of Awards.

Committees/Associations

- (none)

Administrative Responsibilities

VP's Responsibilities	National Office's Responsibilities
Responsible for signing appropriate banking documents, articles of incorporation, etc.	Forward all banking and legal papers for signature, distribute as needed
Provide minutes of the National Board of Delegates national officer election results	Forward copy to the bank, and other appropriate parties.
Ensure smooth running of National Board meeting.	Supply roll call roster and table tents for the National Board meeting
Write and provide minutes of Executive Board meetings	Take and write the Executive Board minutes in the absence of the VP Administration. Post minutes on website