



2018 Call for Board Nominations

Vice Chair Position Details

Qualifications

Each nominee must be an authorized representative of a current ABC Certification Program Member and must have fulfilled a minimum of one year of service as an Association committee and/or task force member by January 1, 2019.

The Board has identified a number of desired attributes that will be considered by the Nominating Committee. Nominees should:

- Have knowledge of the policies and procedures of the Association, including but not limited to the *Articles of Incorporation*, current *Bylaws and Policies and Procedures Manual*, and *Robert's Rules of Order Newly Revised*.
- Employ good interpersonal, problem-solving, and critical thinking skills.
- Be a team player, a good listener, and communicator.
- Be open-minded and think creatively.
- Make decisions in a timely and knowledgeable manner.
- Represent the Association in a professional manner both internally and externally.
- Have organizational and leadership abilities.
- Visualize beyond the present, look at the Association as a whole, and make decisions that are in the best interest of the organization and entire membership.

Term of Office

The Vice Chair position is a four-year commitment beginning January 1, 2019 and concluding December 31, 2022, with automatic advancement of office through the following positions: Vice Chair (January 1, 2019 – December 31, 2019), Chair-Elect (January 1, 2020 – December 31, 2020), Chair (January 1, 2021 – December 31, 2021), and Immediate Past-Chair (January 1, 2022 – December 31, 2022).

General Duties of the Board of Directors

The Board of Directors is charged with the general supervision and strategic direction of the Association. Key duties of the Board of Directors include:

- Approving positions on issues affecting the Association.
- Developing, implementing, and evaluating the strategic plan, and reporting on the progress of the strategic plan to the membership.
- Approving, abolishing, or amending rules, policies, and procedures governing operations and activities of any parts or divisions within the Association within the framework of the Bylaws.
- Hiring the Chief Executive Officer.
- Reviewing financial statements of the Association; approving the budget with the purpose of ensuring adequate resources are available to accomplish the objectives of the strategic plan.
- Adopting the final audit report.
- Providing leadership, directing, supervising, supporting, and evaluating the performance of the Committee Chairs and volunteers, as appropriate.
- Cultivating individuals to serve as appointed and elected volunteers of ABC.
- Reviewing reports from Board of Directors members, committees, task forces, staff, and other relevant entities promptly so as to be able to make informed decisions upon matters being presented to the Board of Directors.
- Staying abreast of current issues and trends relevant to non-profit organizations or other significant issues that may affect the overall welfare of the Association.
- Performing other such duties as may be assigned by the Board of Directors.

Specific Duties of the Vice Chair

The ABC Vice Chair assists the ABC Chair and the ABC Chair-Elect in the performance of their duties and acts in any other officer positions when required. Additionally, the ABC Vice Chair:

- Serves on the Conference Committee;
- Chairs the Bylaws and Policies & Procedures Committee;
- Serves on the Finance Committee; and
- Serves on the Membership Committee.

Making at least one presentation on the Association per year in his/her geographic area is also encouraged.