

Vice President

Revised October 2016



Bylaw Requirements

The Vice President shall perform the duties of the President in the temporary absence of the President, or take over as President should the President be unable to permanently perform the duties of the position. The Vice President is the coordinator of standing committees determined by the Board of Directors. The Vice President acts in support to the membership as liaison between the Board of Directors and Membership Advisory Council (MAC). The Vice President will perform such other duties as may be assigned by the President, or the Board of Directors.

Responsibilities

The Vice President has five key areas of responsibility:

- Board leadership
- oversight and coordination of all committees and sections including chairs and volunteers
- responsible for the Membership Advisory Council
- responsible for committee chair and volunteer engagement at MANA conferences
- direct contact with President regarding all matters and has full understanding of the President's role and duties

The Vice President supports the mission, vision and values of MANA, has experience working on the Board of Directors with a recognized service record, has an understanding of potential impact of MANA's decisions on the midwifery community, and will be committed to the success of MANA's projects and programs.

The Vice President will:

- be a current voting member of MANA
- attend all Board meetings, annual conference, and as many calls as possible
- serve on the Executive Council
- carry out special assignments as requested by the Board President
- understand the responsibilities of the Board President and be able to perform these duties in the absence of the President
- participate in Board leadership and mentoring new Board members
- assist the President and Secretary in preparation of Board meeting agendas

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- act as liaison to various entities within and external to MANA
- oversee the Division of Research task force and liaison with the board
- oversee all MANA committees and sections, and regularly communicate with chairs and volunteers and/or Division Directors and liaison with the board
- at conference, will schedule and facilitate all committee functions and honorary recognitions of committee chairs and volunteers

Preferred Skill Set

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred, but not required. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills include strong leadership that encourages team building, ability to bridge between committees, sections and divisions, strategic planning, systems coordination and flexibility.

Commitment

This position requires approximately fifteen hours per week, (more during conference time) but may be more depending on projects the Vice President wishes to participate in.