

NDEP Position Description – Vice-Chair

POSITION DESCRIPTION: The Vice-Chair represents NDEP members. The Vice-Chair works closely with the Chair in learning the role and responsibilities of the office.

ELIGIBILITY FOR OFFICE: The Vice-Chair must be an active member of the Academy and a member of NDEP. The Vice-Chair must have served as an elected member of the NDEP Council or as an appointed committee member.

TERM OF OFFICE: The Vice-Chair will be elected by NDEP members and will complete a three (3) year term. He or she will serve the first year as Vice-Chair of the NDEP council. At the end of the term, the Vice-Chair becomes Chair and serves a one-year term. At the end of the term as Chair, the Chair becomes the Past-Chair and continues for a one-year term, completing the three years of service.

TIME COMMITMENT: The position of NDEP Vice-Chair requires a time commitment of approximately 5-7 days each year for meetings and travel including participation in the face-to-face NDEP Council Meeting, Student Internship/Supervised Practice Fair and NDEP Member Breakfast during FNCE, and other pertinent meetings that may arise throughout the year. Additional time is required for monthly conference calls, correspondence, planning, writing reports, etc. Depending on committee appointments and NDEP's program of work, this time commitment may be greater. The Vice-Chair is serving a three (3) year term.

RESPONSIBILITIES:

1. Serves as a voting member of the NDEP Leadership Team¹ and NDEP Council²
2. Performs the functions of the office of Chair in the Chair's absence or when the Chair is unable to perform the functions of the Chair as determined by the NDEP Council
3. With support from the Academy staff liaison, leads in the collaborative development and oversight of the budget in preparation for the term as Chair and seeks input from the Leadership Team in advance of presiding over the Council.
4. Monitors work of standing committees and appoints the chair(s) and members of any special committee(s) and/or task force(s) of NDEP and defines the reporting mechanism and function of the special committee(s)/task force(s) to the Council
5. Appoints the chairs and members of all standing committees to serve during the Vice-Chair's term as Chair
6. Organizes and coordinates the NDEP Student Internship/Supervised Practice Fair at FNCE[®]
7. Plans, organizes, and coordinates educational programs sponsored by NDEP that will occur at FNCE[®] during his/her year as NDEP Chair
8. Attends the NDEP Annual Meeting
9. Assists the Chair as requested

¹NDEP Leadership Team: Chair, Vice Chair and Past-Chair

²NDEP Council voting members include: Chair, Vice-Chair, Past-Chair, Regional Directors, Delegate, Preceptor Director and Public Member. Non-voting members of the NDEP Council are the Academy organizational unit liaisons, staff liaisons and graduate student representative.