

VACC Board of Directors Position Descriptions

President

Policy: The president is responsible to the VACC board of directors for the administration, direction, and coordination of all VACC activities.

Qualifications:

1. Serves as VACC vice president prior to assuming presidential duties, except for the first President of VACC.
2. Strong leadership and management skills.
3. Strong communication skills.
4. Able to commit a substantial amount of time to office.
5. Knowledge of parliamentary procedure.

Administrative Responsibilities:

1. Chairs the Board of Directors meetings.
2. Chairs the VACC administrative committee.
3. Casts the tie-breaking vote as needed.
4. Appoints special ad-hoc committees as indicated.
5. Serves as ex-officio member on all standing committees.
6. Appoints all committee chairs and reviews selection of committee members prior to board approval.
7. Directs the activities of the VACC management team and testing agency in accordance with approved VACC policy and procedures and performance criteria.
8. Coordinates or designates coordination of the board evaluation of the performance of all contractual agencies (management, legal counsel, accountant, and testing agency) annually.
9. Represents VACC at approved liaison and other sanctioned public functions. Serves as official VACC spokesperson.

Communication Responsibilities:

1. External functions
 - Acts as a liaison to the Association for Vascular Access (AVA).
 - Officially represents VACC at meetings with AVA, other professional organizations, and various governmental agencies
 - Develops liaison with other professional/governmental agencies.
 - In collaboration with Senior Staff, communicates with legal counsel, accountant, investment advisors and other professional service providers, as needed.
2. Internal functions
 - Maintains effective communication with VACC board members.
 - Submits a written report of presidential activities at each board meeting including the list of administrative committee actions requiring board ratification.
 - Coordinates an orientation of new board members.
 - Ensures that VACC activities are consistent with the approved strategic plan and business plan.

- Facilitates the orientation of the Vice President.

Policy development responsibilities:

1. Guides the development and formulation of official policy as needed.
2. Monitors VACC progress toward meeting goals and timetables as defined in the VACC strategic plan
3. Prepares or approves all official reports

Financial responsibilities:

1. Participates in the annual budget process
2. Is a signatory on the VACC bank accounts
3. Monitors VACC budget reports between board meetings

Treasurer

Policy: The treasurer oversees the financial activities of the VACC. Works with the executive director to maintain a strong financial position and develop long term financial planning in accordance with the Strategic Plan.

Qualifications:

1. Has basic knowledge of accounting principles.
2. Has the ability to ascertain VACC's financial health.

Responsibilities:

1. Monitors and provide oversight to, all financial affairs of VACC.
2. Submits a formal Budget to the Board of Directors for approval at least annually. The Budget may be amended or revised upon recommendation of the Treasurer with approval by the Board.
3. Responsible for the presentation of the Budget to the Board of Directors at least annually and will provide a report on the financial affairs of the VACC at each board meeting.
4. Oversees the preparation of the Annual Report for Publication.
5. Ensures Federal and state corporate filing requirements, tax forms, and/or tax deposits are completed.

Director

Responsibilities:

1. Attends all Board Meetings and conference calls.
2. Represents and promotes VACC to professional, industry, and community groups.
3. Performs other duties as directed by the President or Board of Directors.

Board of Directors

Responsibilities:

1. Determine the organization's mission and strategic direction
2. Identify emerging trends in the specialty
3. Design the organization's future through continuous strategic thinking and planning
4. Prepare and revise the strategic plan of the organization; formulates organizational strategies; monitors and evaluates execution of the strategic plan
5. Approve implementation plans and budget
6. Provide proper financial oversight
7. Ensure adequate funding
8. Approve all policies of the organization
9. Determine, monitor, and strengthen the organization's programs and services
10. Select, support and assess the performance of the Executive Director
11. Perform self-assessment of the Board's performance
12. Ensure legal and ethical integrity and maintains accountability
13. Enhance the organization's public standing