



Open VACC Board Positions: Qualifications and Responsibilities

President-Elect

The President-Elect assumes the office of president in the event that the President is unable to complete his/her term of office and assumes the role of President at the conclusion of the President's term of office. The completion of that term will be followed by a one-year term as President and then a one-year term as Presidential Advisor.

Qualifications:

1. Shall be a board member for at least one year or 1 term as an officer on a local, regional or national healthcare organization board prior to assuming the position of president elect.
2. Must be VA-BC™ certified.
3. Strong leadership and management skills.
4. Strong communication skills.
5. Knowledge of parliamentary procedures.

Responsibilities:

1. Serves as a member of the executive committee.
2. Chairs the board meetings and executive committee meetings in the absence of the president.
3. Serves as member of the test committee while President-Elect.
4. Assists the President in coordinating the orientation of new board members at the January board meeting.
5. Utilizes the term as President-Elect to familiarize him/herself with the operations of the board.
6. Serves as parliamentarian.
7. Performs duties as directed by the President.
8. Completes prescribed training program as directed by the President in preparation for term as President.

Treasurer-Elect

The Treasurer-Elect will be mentored by the sitting Treasurer in preparation for continuity of the treasurer role of VACC. The Treasurer-Elect shall participate in Board meetings actively as a Director.

Qualifications:

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

Responsibilities:

1. Actively participates in Board meetings
2. Utilizes the term as Treasurer-Elect to familiarize him/herself with the operations of the board.
3. Completes prescribed training program as directed by the Treasurer in preparation for term as Treasurer.

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.

Public Member

The public member shall be a person who represents the direct and indirect users of VA-BC™ professionals' skills/services. The public member may have been or is a potential consumer of the certificant's skills or services; who has served or is serving in a volunteer capacity; and who is interested in ethical and professional behavior on the part of VACC. Preference will be given to candidates with experience in public policy.

Qualifications:

The Public member shall NOT be/have:

- A current or previous member of the certified profession.
- A member of a profession related to the certification that provides complementary services.
- An employer or an employee of certifiants.
- An employee of a certificant of an employer of certifiants.
- An employee of any certification organization.
- Currently deriving more than 5% of their total income from the certified field.
- Derived in any of the 5 years preceding appointment on the certification board more than 5% of their total income from the certified field.
- Worked for or provided contract services to VACC at any time during the 5 years preceding appointment as a public member on the certification board

Overall Responsibilities of the VACC Board of Directors

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.