

VICE PRESIDENT

I. DUTIES AND RESPONSIBILITIES

- a. Assumes the duties of the President if the President is absent or incapacitated.
- b. Succeeds the President for the unexpired portion of the term if the President is unable to complete the elected term.
- c. Assists President in all activities of the Academy and Board of Directors.
- d. Serves as the Academy Board of Directors liaison to the Specialization and Advanced Proficiency Committee, the Neurologic Specialty Council (including the Neurologic Specialty Council Chair), and the Special Interest Groups. Liaisons between the SIG Vice-Chairs and the Academy Program Chair to assure CSM SIG programming deadlines and responsibilities are met.
- e. Serves as a voting member of the Academy's Board of Directors.
- f. Coordinates 3-4 conference calls with the SIG officers per year.
- g. Meets annually at CSM with all SIG officers and SIG nominating committee members
- h. Ensures committee/SIG leadership reports have been documented and submitted to the executive office bi-annually based on the approved reporting calendar. Reports to be shared with the Board of Directors to ensure organization is working towards strategic initiatives. Coordinates (along with the Executive Director) the Committee appointment process.
- i. Partners with Executive Office on volunteer/leadership recruitment and timeline:
 - i. FEBRUARY (CSM): Active recruitment of volunteers by Board and other Academy leaders; potential volunteers sign up at CSM Academy booth; list of these is captured and collated by Executive Director
 - ii. APRIL: Open call to all members via email blast, with committee openings and descriptions
 - iii. MAY: Vice President collates volunteer responses and proposes appointments to BOD
 - iv. JUNE: BOD liaisons contact appointees and committee chairs (as appropriate)
 - v. JUNE: Contact information of new appointees forwarded to Executive Director for leadership roster
 - vi. JULY 1st: Appointments begin
 - vii. JULY: New leader orientation provided by VP and Executive Director
- j. Orients all newly-elected Board members and SIG officers, and newly-appointed committee chairs/members to an overview of the Academy. Ascertains that standing SIG chairs and committee chairs orient new officers/members to the respective SIG/committee. This should take place in July following elections.

II. FINANCIAL

- a. Submits expense reimbursement requests to the Executive Director, within ninety (90) days of the expenditure in accordance with the Academy's Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget
- b. Develops and submits annual budget requests for Academy liaison committees.
- c. Monitors related budget areas of the Academy throughout the year and in collaboration with the Treasurer. Responds to specific financial inquiries related to Academy liaison committees.

III. ORIENTATION OF SUCCESSOR

- a. The Vice President provides for smooth transition by acquainting the newly elected Vice President with pertinent information, materials, and procedures. This should occur within 6 weeks of election, and the two should review information by telephone prior to the June Board meeting. The template for orientation includes (but is not limited to):
 - i. mission/vision/goals as appropriate
 - ii. job duties
 - iii. timelines
 - iv. current initiatives
 - v. current challenges
 - vi. role as mentor to others, including newly elected Board members, SIG officers and Committee liaisons.
 - vii.
- b. Both the incoming and outgoing Vice President should attend the June Board planning meeting if possible. The Vice President also coordinates the orderly transition of the SIG officers. In order to preserve institutional memory, it is encouraged that the outgoing VP meet with new VP over the course of the transition months between the election and July 1, with the outgoing Vice President consulted on an as needed basis in following months.