

Job Description: Regional Vice President

As excerpted from the NAADAC Policies and Procedures

Section F

1. **PURPOSE:** To provide regional identity and to facilitate communication between the Affiliate and NAADAC. To communicate the vision, mission, goals, objectives, strategic plan, and current events of NAADAC.
2. **REPORT TO:** President
3. **QUALIFICATIONS:**
 - a. Current member in good standing of NAADAC (Active Membership).
 - b. Live in the region represented.
 - c. Have two years of experience on either the NAADAC Board or a NAADAC Affiliate (State/Chapter/International Association) Board.
 - d. Must have been actively engaged in the profession of addiction for the past two years.
4. **DUTIES:**
 - a. Attend all of the NAADAC Executive Committee meetings, conference calls and electronic meetings and Board of Directors meetings.
 - b. Serve on NAADAC committees as requested by the President.
 - c. Communicate with Affiliates regularly to:
 - 1) Solicit input and report monthly, their findings.
 - 2) Provide information and support to the Affiliates on a regular basis (at least monthly contact).
 - 3) Encourage participation at NAADAC functions such as the Annual Conference and Public Policy Conference, local trainings and other such events.
 - 4) Assist with the development and fulfillment of Affiliate's goals and support the NAADAC strategic plan.
 - d. Identify sponsors or exhibitors for NAADAC events.
 - e. Assist the President at the Annual Conference and Public Policy Conference.
 - f. Submit an annual regional report to the NAADAC office before the Annual Conference.
 - g. Represent the region's concerns and issues and communicate responses back to the Affiliates in region.
 - h. Assist in promoting and organizing leadership training events or other NAADAC events in the region in conjunction with the NAADAC office.

- i. Promote membership in NAADAC.
- j. Lend assistance to Affiliates in the region when so asked by the President/Delegate or NAADAC officer.
- k. Attend Affiliate meetings representing NAADAC and help in membership recruitment, fundraising, and leadership development.
- l. Provide recommendations of members within the region to the President and Nominations Committee to fill vacancies on the NAADAC Board, the NAADAC Certification Commission, and Committees.
- m. Perform duties as assigned or requested by the President.
- n. Provide written reports twelve (12) times per year.
- o. Answer calls and letters as needed and provide a copy to NAADAC office.
- p. Participate in the RVP conference calls as scheduled.
- q. To lead the Annual Regional Caucus meeting at the Annual Conference and report outcomes to the NAADAC office.

TIME COMMITMENT FOR EXECUTIVE COMMITTEE MEMBERS:

- a. Serve a two (2) year term, not to exceed two consecutive terms.
- b. Attend the NAADAC mid-year Executive Committee meeting (may include planning retreat) (3 days)
- c. Attend the NAADAC Annual Conference (up to 6 days)
- d. Be available for monthly conference calls with the Executive Committee.
- e. Attend Affiliate conference/meetings in region when invited.
- f. Attend other meetings conference calls, or electronic meetings as required by the President.