

NAADAC Regional Vice President Job Description

From the NAADAC Policies and Procedures

Regional Vice Presidents up for election are:

Mid-Atlantic region (New Jersey, Delaware, Pennsylvania, Virginia, the District of Columbia, Maryland, West Virginia)

Mid-South region (Arkansas, Louisiana, Oklahoma, Texas)

Northeast region (Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont)

Northwest region (Alaska, Idaho, Oregon, Montana, Washington, Wyoming)

1. **PURPOSE:** To provide regional identity and to facilitate communication between the state affiliate and the National Association.
2. **REPORTS TO:** President
3. **QUALIFICATIONS:**
 - a. Current member in good standing of NAADAC
 - b. Live in the region represented
 - c. Have two years of experience on either the NAADAC Board or a NAADAC Affiliate (State/Chapter Association) Board.
 - d. Hold a state and/or national credential in the field of addiction counseling.
 - e. Must have been actively engaged in the profession of addiction counseling for two years.
4. **DUTIES:**
 - a. Attend all of the NAADAC Executive Committee 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
 - 2) Provide information to state delegates
 - 3) Encourage participation at NAADAC functions such as the Annual Conference and Public Policy Conference.
 - 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 National office before the Annual Conference.
 - g. Represent region's concerns and issues and communicate responses back to the states in region.

- h. Assist in promoting and organizing leadership training events or other NAADAC events in the region in conjunction with the National office.
- i. Promote membership in NAADAC
- j. Lend assistance to states in the region when so asked by the state President/Delegate or National officer.
- k. Attend state meetings representing NAADAC and helping in membership recruitment, fundraising and leadership development.
- l. Provide recommendations of members within 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 two (2) per year.
- o. Answer calls and letters as needed.
- p. Participate in the RVP conference call as needed.

TIME COMMITMENT FOR EXECUTIVE COMMITTEE MEMBERS:

- a. Serve a two (2) year term, not to exceed two consecutive terms.
- b. Attend the NAADAC Planning Retreat (3 days)
- c. Attend the NAADAC Annual Conference (5 days)
- d. Be available for monthly conference calls with the Executive Committee
- e. Attend state conference/meetings in region when invited.