

Oregon Dental Hygienists' Association

Policy: **01-04 Vice President**

Program: **Board of Directors**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

Purpose: To clarify the role and responsibilities of the Vice President

Policy:

Serves as: Officer of the Board of Directors
Member of the Bylaws Committee
Member of Finance Committee
Member of Performance Evaluation Committee
Co-Liaison to student chapters of ADHA in Oregon chapters
Resource to Component Officers
Member of ODHA Meetings Planning Committee
Member of Member Services Council
Member of Awards Committee to include: Dennis Muir Scholarship,
Future Leader Award, Lois Whitford Scholarship
Member of Executive Council

Meetings: Board of Directors
Strategic Planning
Board of Directors Orientation and Leadership Workshop
Annual Business Meeting
Bylaws Committee, Dennis Muir Committee, Student Activities
Committee, Event Planning Committee
Executive Council
Council meetings as required to accomplish assigned responsibilities

All actions must be in compliance with the Oregon Dental Hygienists' Association bylaws, policies and procedures.

General Responsibilities:

- Submit information for publication in the REPORT, Update, and ODHA website as needed.
- Monitor content and maintenance of website.
- Prepare proposed budget for office of the Vice President and the Board of Directors meetings and submit to the Chair of the Finance Committee.
- Maintain accurate financial records and receipts of budgeted expenditures. Use appropriate forms to request reimbursement. Submit completed forms according to established guidelines.
- Prepare and submit report of the Vice President for all Board of Directors meetings and the Annual Business Meeting, including update of Dennis Muir Scholarship committee proceedings.

- Active component member

Specific Responsibilities:

- Assist President and other officers as requested.
- Perform the duties of the President in the absence of the President.
- Prior to Annual Business Meeting:
 - Set meeting schedule for Presidential year
 - Select Council Chairs
 - Select Installation facilitator
 - Prepare speech to present as newly installed President at the Annual Business Meeting
 - Prepare to facilitate Annual Business Meeting activities assigned
 - Write press release for state newspapers and submit following installation
- Work with Awards Committee to Administer Future Leader Awards
 - Contact Program Directors to verify dates of graduation for coming year and establish communication
 - Send Future Leader Award instructions to program directors. Follow up in month prior to graduation date.
 - Ensure you or another appropriate presenter can be present to present the award
 - Invite Future Leader Award winners to BOD meetings, Summer Leadership workshop and Annual Business Meeting
 - Follow up with winners to make sure they send in their essay and a photo
 - Prepare award presentation for Future Leader Award winners at the House of Delegates
 - Submit recipient names to Publications Chair, President for presentation during the Annual Business Meeting, and webmaster.
- Meet with the bylaws committee when needed to review bylaws and Policy and Procedure Manual, respond to requests of the general membership, Board of Directors, and the Executive Council. Present all PR's and PBY's to Board of Directors for recommendations prior to submission to the general membership at the Annual Business Meeting.
- Prepare proposed budget for (1) Office of the Vice President and (2) Future Leader Award line item and submit to the Chair of the Finance Committee before deadline
- Mentor award winners