

MNACVPR Position Descriptions

President

Shall preside over all regular and special meetings of the Association and the Executive Committee. He/she shall be ex-officio member of all committees, and shall appoint other committees as necessary to conduct the activities of the Association. He/she shall chair the Nominating Committee. The President shall serve a one-year term, after which he/she shall move into the office of Immediate Past-President.

President-Elect

Shall help with organizational duties as assigned by the President. He/she shall chair the Annual Program Committee. The President-Elect shall serve a one-year term, after which he/she shall move into the office of President. He/she shall also assume the duties of the President in his/her absence or resignation.

Immediate Past-President

Serves as an advisor to the Executive Committee in matters pertaining to the Constitution and Bylaws. He/she shall perform duties as deemed necessary by the President. He/she shall chair the Spring Program Committee. The Immediate Past-President shall serve a one-year term.

Secretary

Responsible for keeping a record of all regular and special meetings of the Executive Committee and Association membership. The Secretary will be responsible for giving notice of all official meetings to Executive Committee members. He/she shall chair the Membership Committee. He/she shall serve a two-year term.

Treasurer

Responsible for monitoring all deposits and disbursements of funds relative to all accounts of the Association; and shall verify the accuracy and currency of said accounts. Checks drawn shall be signed by the Treasurer. He/she shall prepare a financial report for the Annual Meeting. He/she shall serve a two-year term.

Regional Director (or Co-Director)

Acts as the voice of the members in their respective regions to bring forth pertinent information to the Board of Directors. He/she shall promote communication amongst members, organize periodic educational opportunities, and offer support to regional programs to help achieve the vision and mission set by the Board of Directors. Each region shall have one or two Directors. He/she shall serve a two-year term.

Director At-Large

The Director At-Large has the same duties as a Regional Director.

Historian

A non-voting position of the Board of Directors. He/she shall provide historical reference to the Board as needed. Shall work with the Secretary in recording events and accomplishments of all Association activities. He/she shall serve a two-year term.

Committee Chairperson

Appointed by the President in consultation with the Board of Directors. Committee chairpersons shall report to the membership on an annual basis. All committees, and committee chairpersons, are recommending bodies to the Board of Directors with the Board executing final decisions.

Committee Member

Appointed by the Committee Chairperson to actively participate in the selected committee.

MNACVPR Committee Descriptions**Board of Directors**

Solely responsible for matters of policy, contractual obligations and approval of the annual budget. The Board of Directors shall consist of the Executive Committee members, Regional Directors, At-Large Directors, and the Historian. All Board of Directors members (except the Historian) have official voting rights. All Board of Directors members shall be MNACVPR members.

Executive Committee

Performs routine administrative and corporate functions related to the concerns of MNACVPR. The Executive Committee shall consist of the President, President-Elect, Immediate Past-President, Secretary, and Treasurer. The Executive Committee may appoint Adhoc committees as necessary.

Program

Responsible for making all arrangements for the Annual and Spring Meetings including speakers, topics, and programs. Chair – President-Elect

Budget and Finance

Concerns itself with all matters involving planning the annual budget and all other matters involving financial transactions. Chair – Treasurer

Nominating

Responsible for formulating a suggestive slate of candidates for each office and official vote of suggested nominees. Chair – President

Membership/Public Relations

Responsible for recruiting and securing members and to maintain a current membership listing. Chair – Secretary or other appointee

Certification

Responsible for overseeing the program certification process at a state level. Acts as a resource for programs and members for achieving and/or maintaining quality programming.

Communications

Involves several aspects of media (newsletter, website, email group) to communicate accurate, timely, and important information on to the membership.

Reimbursement

To stay abreast of the latest information on reimbursement and legislation to maximize financial viability of individual programs. Cardiac Co-Chair and Pulmonary Co-Chair

Outcomes

(In Process)

Disease Management

(In Process)