

Vice President

Purpose

To outline the roles and responsibilities for the COHNA-ACIIST Vice-President.

Applicability & Scope

All COHNA-ACIIST Board of Directors.

Policy

The Vice-President shall:

1. be a member and officer of the association.
2. be elected by the COHNA-ACIIST Board of Directors (BOD).
3. normally serve a term of two years in office. This term may be renewed one time.
4. agree to proceed to the office of President following his/her tenure as Vice-President if it suits the board.
5. act as Chair when the President is unable to be present. Consistent attendance is an expectation.
6. be considered an "Officer" of the COHNA-ACIIST board of directors.
7. have signing authority for financial transactions of the association.
8. provide leadership in alignment with the organization's Mission Statement and strategic plan.
9. provide an annual report of all regional activities.
10. maintain active communication with the COHNA-ACIIST Board of Directors, regional members, internal and external stakeholders.
11. chair the Nominating Committee.
12. review the website regularly and advise the Administrative Assistant, or Secretary/Treasurer of any changes or improvements.
13. participate in strategic partnership meetings as required.
14. assume other duties as required.

Additional Information

COHNA-ACIIST Bylaws, February 2026
Schedule of Duties