

VICE PRESIDENT

Position: Executive Board Member of the Section on Women's Health.
Elected to Office by membership vote.

Term: 3 years term for 2 consecutive terms

WHAT DO I HAVE TO DO?

1. **Assist the President in providing leadership to the Section:**
 - a. Fill in for the President if she is unable to attend a meeting
 - b. Assist President with phone calls, be a sounding board and give feedback when issues come up, answer emails to members and other BoD members. Assist at all business meetings

2. **Represent the SoWH as the Chief Delegate to the IOPTWH.**
 - a. Serve a 4-year term as Chief Delegate even if stepping down from VP role, in order to provide more consistent representation.
 - b. Be alert for ways in which the mission of PT in Women's Health may be accomplished around the world
 - c. Respond to requests for information regarding the IOPTWH
 - d. Attend the IOPTWH General Business Meeting (every 4 years)

3. **Be the keeper of the Governance and Volunteer Manuals**
 - a. Ensure that revisions are done to the Governance Manual as needed by disseminating the policies to the appropriate Board member for changes and follow up to ensure timeliness. Ensure that the Governance Manual is reviewed every year and revisions are done as needed.
 - b. Same for the Volunteer Manual + ensure that the changes are placed on the website and disseminated to the volunteers of the Section

4. **Organize the Nomination Process for the Elizabeth Noble Award**
 - Respond to requests for nomination packet
 - Collect letters of nomination
 - Notify Winner (this is the fun part!)
 - Contact/arrange for person who is presenting
 - Thank those who nominated someone

5. **Lead the Membership Committee:**
(made up of the Regional Representatives and the Volunteer Coordinator)
 - Provide ideas and support the initiatives of membership recruitment and retention
 - Meet with the Membership Committee at CSM and plan strategies for the following year.

6. **Assist in the process of mentoring Volunteers:**
 - Keep the Volunteer Manual up to date
 - Ensure that the Volunteer Coordinator keeps an accurate and updated record of all the volunteers and all open positions.
 - Facilitate the success of the Adopt a Volunteer program and remind each Board member to keep in touch with the volunteers they have adopted. Assist them with ideas on what they can do.

7. **Mentor and Guide Directors and Appointed Volunteers who report to you:**
 - Assist External Collaboration Coordinator to establish liaisons with external organizations and ensure that these organizations fit the mission and vision of the Section (example, SUNA, AUGS, ACOG)

8. **Attend Meetings:**
 - CSM – 4 days
 - Summer Retreat – 4 days
 - APTA Annual Meeting 2+ days
 - IOPTWH General Business meeting (every 4 years)
 - Other meetings as needed (e.g. Leadership training)

TIME COMMITMENT

- Daily 1+ hours to attend to email/ phone calls (more email than phone calls)
- Several days for meeting listed above.
- Chunk of time in October and November as Elizabeth Noble award winds up - about 3 hours per week
- Chunk of time in preparation for CSM and Summer Retreat Planning Meeting – about 10 hours before each meeting
- Monthly Executive Board phone conferences, quarterly Board of Directors phone conferences (These last about 2 hours).

SO DO I HAVE THE RIGHT ATTRIBUTES FOR THE JOB?

- Enjoy a leadership role and mentoring others
- Have the ability to keep a meeting running smoothly and mediate discussion
- Can network within the Section, APTA, and external organizations
- Have good problem-solving skills when sensitive situations arise within the SoWH
- Attention to detail and ability to organize and manage time is needed for various projects.

SO WHY SHOULD I DO THIS?

- An opportunity to grow your leadership skills
- To realize the rewards of maintaining and building a strong connection between the membership of the SoWH, the Board of Directors, the APTA, external organizations, and the IOPTWH

MATERIAL BENEFITS:

- Free tuition to Pre-Conference at CSM
- Hotel, travel and per-diem paid at CSM, Annual Conference, and Retreat (based on shared room)