



## NATIONAL FAMILY ASSOCIATION FOR DEAF-BLIND

### Policy: Vice President Roles and Responsibilities

Date Effective: 1.28.2019

Date Revised: 4.28.2021

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#### **NFADB Bylaws Article IV, Section 6.**

**VICE-PRESIDENT.** The Vice President shall assist the President. The Vice President shall perform the duties of the President in the President's absence and any other duties assigned by the board.

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#### **Specific Roles and Responsibilities:**

- Chair of the Bylaws Review Committee, to be convened on an as needed basis.
- Oversees operations and internal processes by reviewing, creating and updating board policies as needed.
- Compliance Officer for the Whistleblower Policy
- Provides support to the President and assists with Association decisions and policies.
- Member of the Finance Committee and Executive Committee.
- Maintains a record of Conflict of Interest Statements annually for all Board members.
- responsible for updating the Board terms on the Roster with the Nominations Chairperson.

