



Title: CHCI Alumni Association National Vice President
Reports to: CHCI Alumni Association National President
Staffed by: CHCI Manager of Alumni Relations
Compensation: None (this is a volunteer position)
Duration: Term is two years (2019-2020)

CHCI Alumni Association National Vice President

Position Summary:

To support the National President in their role as a member of the CHCI Board of Directors and assist them with overseeing the work of the CHCI Alumni Association and the CHCI Alumni Task Force.

Term:

Once elected, National President would serve for the 2019-2020 term, beginning in April 2019 and ending in December 2020

Duties:

The **National Vice President** is charged with:

- Taking over duties of the National President in the absence of the President.
- Attending quarterly national board meetings.
- Overseeing three national chairs and provides them with close support
- Coordinating the chapter elections.
- Drafting a brief, quarterly e-communication with the other officers to keep CHCI-AA chapter membership updated and informed on regional event,s activities and direction.
- Maintaining monthly reports to National Board and CHCI Alumni Department Staff.

Attend and engage in:

- The meetings of the CHCI-AA Leadership Committee (5-6 mtgs. annually)
- One CHCI board committee and participate in its quarterly, 1 hour conference calls, and

- CHCI-AA annual board retreat (2 days).

In the event The CHCI Alumni Association National President is no longer able to serve, the CHCI Alumni Association National Vice President will be appointed to the position of CHCI-AA National President pending approval from the CHCI Board of Directors.

* Members of the CHCI Board of Directors must meet the following annual requirements for service:

Personal Giving:	\$100 minimum
Fundraising (give or get):	\$25,000