

# **ASNA Vice President's Job Description**

**Title:** Vice President

**Purpose:** To assist the President

## **Responsibilities**

**As stated in the ASNA Bylaws – The Vice President shall:**

1. In the absence or disability of the President, perform the duties of the President.
2. Perform such other duties as may be required or assigned by the President.
3. Serve as a leader or member of other committees as assigned by the President.

## **Other Duties**

- Collaborate with the board to find district reps for each district and explain to them their role.
- Work with the board to find someone to be in charge of the ASNA newsletter.
- Work with the board to find someone to manage the ASNA website.
- Encourage membership.
- Organize fundraising events to raise money for the association.