



**Role Description
VP President**

Role Summary

- The Vice President (successor to president) is responsible for collaborating with the Board Chair to communicate and drive the NAAHRMN vision and strategy.
- The President or Vice President (successor to president) (in lieu of the president) will call meetings, lead board meetings as request and conduct the responsibilities of the Board Chair from time to time. Assist with the coordination and planning of the quarterly meeting and annual strategic planning session with the full NAAHRmn board. The annual meeting typically occurs in the Summer.
- The Vice President (successor to president) is the face of the organization and is responsible for partner with other board members for recruiting, selecting, welcoming and training new board members, volunteers and business partners or sponsors for NAAHRMN.
- This position is a member of the NAAHRMN board, which requires monthly attendance at board meetings and monthly programs.

Role responsibilities:

- Co-lead (Vice President) and commit to supporting the board to achieve the goals and objectives of NAAHR Twin Cities Chapter.
- Assist the President of the NAAHR MN/Twin Cities Chapter by designing and managing the board administration activities (e.g., board expectations and other important business meetings).
- Attend at least 75% of the annual board meetings and membership meeting.
- Complete the year executive report.

ROLE REQUIREMENTS

Attributes required to complete the role:

- Responsible
- Reliable
- Committed
- Trustworthiness
- Ability to positively represent the NAAHRMN

Skills required to complete the role:

- Leadership skills
- Strategic Thinking
- Strong focus on delivering good results
- Management skills
- Communication skills
- Organizational skills
- Facilitation skills

ESTIMATED TIME COMMITMENT

- Monthly responsibilities related to position as chair: 10 to 12 hours
- Monthly board meetings: 2 hours
- Monthly program meetings: 2 – 3 hours
 - Total estimated monthly time commitment: 14 – 17 hours (estimate only)

Expectations of Board Members:

Criteria and responsibilities for being on the Board, as stated in the By-laws:

- 1) Be an HR practitioner
- 2) Carry a primary responsibility on the Board
- 3) Share responsibilities at monthly meetings.
- 4) Attend as many meetings and programs as possible and network as much as possible with members and guests.

Current Benefits for Board Members:

- Board members must pay annual membership while they are on the board
- Board members attend monthly board meetings without charge
- Board members may be allowed to attend national programs.

*Terms maybe flexible per an agreement with and approval of the Board Executive Committee



**Role Description
Assistant VP of Operations**

Role summary:

- Act as a strategic board leader and lead the operation and administration function NAAHR MN/Twin Cities Chapter (excluding the financial responsibilities that are managed by the VP of Finance). Act as an active board member with voting rights.

Role responsibilities:

- Propose, develop and monitor policies and by-laws for the organization.
- Commit to supporting the board to achieve the goals and objectives of NAAHR Twin Cities Chapter.
- Assist the President of the NAAHR MN/Twin Cities Chapter by designing and managing the board administration activities (e.g., board meetings and other important business meetings).
- Record the board meeting minutes and manage the distribution of relevant materials
- Attend at least 75% of the annual board meetings and membership meeting.
- Complete the year executive report

ROLE REQUIREMENTS
<p>Attributes required to complete the role:</p> <ul style="list-style-type: none"> • Responsible • Reliable • Committed • Trustworthiness • Ability to positively represent the NAAHRMN
<p>Skills required to complete the role:</p> <ul style="list-style-type: none"> • Leadership skills • Strategic Thinking • Strong focus on delivering good results • Management skills • Communication skills • Organizational skills • Facilitation skills
ESTIMATED TIME COMMITMENT
<ul style="list-style-type: none"> • Monthly responsibilities related to position as chair: 10 to 12 hours • Monthly board meetings: 2 hours • Monthly program meetings: 2 – 3 hours <ul style="list-style-type: none"> ○ Total estimated monthly time commitment: 14 – 17 hours (estimate only)
Expectations of Board Members:

Criteria and responsibilities for being on the Board, as stated in the By-laws:

- 5) Be an HR practitioner
- 6) Carry a primary responsibility on the Board
- 7) Share responsibilities at monthly meetings.
- 8) Attend as many meetings and programs as possible and network as much as possible with members and guests.

Current Benefits for Board Members:

- Board members must pay annual membership while they are on the board
- Board members attend monthly board meetings without charge
- Board members may be allowed to attend national programs.

*Terms maybe flexible per an agreement with and approval of the Board Executive Committee



**Role Description
Assistant VP of Corporate Relations**

Role Summary

- Act as a strategic board leader to partner with the VP of Corporate Relations to recruit process for new corporate sponsors. Act as an active board member with voting rights.

Role Description

- Responsible for identifying prospects, developing and proposing strategies for the cultivation of major corporations.
- Solicitation of funds from the corporate sponsors and transfer monies to VP of Finance to manage and submit to NAAAHR/MN Twin Cities Chapter financial records.
- Develops and implements ways to increase the exposure of NAAAHR members to the business community.
- Commit to supporting the board to achieve the goals and objectives of NAAAHR Twin Cities
- Attend at least 75% of the annual board meetings and membership meeting.

ROLE REQUIREMENTS
<p>Attributes required to complete the role:</p> <ul style="list-style-type: none"> • Responsible • Reliable • Committed • Trustworthiness • Ability to positively represent the NAAAHRMN
<p>Skills required to complete the role:</p> <ul style="list-style-type: none"> • Leadership skills • Strategic Thinking • Strong focus on delivering good results • Management skills • Communication skills • Organizational skills • Facilitation skills
ESTIMATED TIME COMMITMENT
<ul style="list-style-type: none"> • Monthly responsibilities related to position as chair: 10 to 12 hours • Monthly board meetings: 2 hours • Monthly program meetings: 2 – 3 hours <ul style="list-style-type: none"> ○ Total estimated monthly time commitment: 14 – 17 hours (estimate only)
Expectations of Board Members:

Criteria and responsibilities for being on the Board, as stated in the By-laws:

- 9) Be an HR practitioner
- 10) Carry a primary responsibility on the Board
- 11) Share responsibilities at monthly meetings
- 12) Attend as many meetings and programs as possible and network as much as possible with members and guests.

Current Benefits for Board Members:

- Board members must pay annual membership while they are on the board
- Board members attend monthly board meetings without charge
- Board members may be allowed to attend national programs.

*Terms maybe flexible per an agreement with and approval of the Board Executive Committee