



# Position Description

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## Vice Chair – Mission Accomplishment

### Purpose

The Vice Chairman – Mission Accomplishment is the principal officer responsible for leading the Association's grass roots activities. In consultation with the Chairman of the Board, the Vice Chairman is responsible for recruiting and organizing Division Leaders, ensuring that they understand the political problems and opportunities in their geographic areas and then plan and execute the grass roots programs and activities needed to accomplish the Association's mission. He or she is the eyes, ears and voice of the Association responsible for ensuring effective two-way communication between the local level and the Board of Directors at the national level.

### Qualifications

The Vice Chairman – Mission Accomplishment has many of the same qualities required for the Chairman of the Board, including the ability to listen, communicate, think strategically and forge consensus. He or she must demonstrate the ability to lead and inspire others. An understanding of and experience in grass roots political organizing is highly desirable. Personal traits such as patience, persistence and persuasiveness are important. An enthusiastic commitment to the Association's mission and a willingness to devote considerable time and energy are essential.

### Key Responsibilities

1. Defines Divisions in consultation with the Chairman of the Board and Board of Directors
2. Recruits and appoints Division Leaders in consultation with the Chairman of the Board and State Representatives
3. Chairs regular meetings with Division Leaders
4. Oversees the planning and execution of programs at the Division level
5. Coordinates activities between Divisions
6. Makes regular reports of problems, opportunities and accomplishments to the Board of Directors
7. Leads program to identify and recruit qualified candidates for NARP committees and the Council of Representatives

### Reports to

Chairman of the Board

### Supervises

Division Leaders

Representatives at Large

### Coordinates with

President