

## **PSN Vice President: Duties and expectations**

The Vice President (VP) serves as the Membership Chairperson in addition to acting as back up to the President. This is a Board position. As a Board member, expectations are to:

- Demonstrate leadership, be willing to listen and collaborate on new ideas.
- Be creative with new ideas to expand, increase and gain visibility for PSN (as a chapter and for individual members).
- Participate in Board meetings
- Support all members of the PSN with leads, referrals, individual meetings and aid in their success.
- Ensure strategic direction set forth by PSN and the board are supported.

### Specific Responsibilities:

- Serve as President Elect.
- Run meetings if the President is not present.
- Provide membership updates during meetings, including open positions, status of pending members.
- Participate in interviewing potential new members
- Manage new membership onboarding process. Assist with resolution of overlapping service conflicts.
- Plan and spearhead membership drive or other action plans to recruit and retain members 1-2 times per year.
- As membership grows, VP may recommend to the Board to create separate positions for these two roles or to create committees or task forces to support the membership role.
- Ensure strategic direction set forth by PSN and the board are supported.