Position Description	1.05
Date of Enactment	2010
Date last reviewed	September 2019

VICE PRESIDENT FOR OPERATIONS

REPORTS TO President

POSITION SUMMARY

The Vice President for Operations is responsible for technology, print and digital media and Seminar for ANG. In conjunction with the President, Executive Director and Board of Directors, this officer is the liaison for Needle Pointers, the Technology Committee and the Seminar Coordinator.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Promote and support the ANG Bylaws, Policies and Procedures, and Position and Committee Descriptions.
2. Working with the Board, Executive Council, and the Association Management Company (AMC), coordinate media among all ANG outlets, including *Needle Pointers*, the ANG website, and social media.
3. Working with the Board, Seminar Coordinator and meeting planner, ensure that Seminar preparation activities are completed in a timely manner. Bring issues to the Board's attention as necessary.
4. Maintain and protect the assets of ANG and its members.
5. Attend all regular and called meetings of the Board of Directors and Executive Council of ANG.
6. Periodically review the contracts under the purview of this position held by ANG to advise and assist the President and board members regarding changes that need to be addressed and/or deficiencies in the services that are being provided.
7. Maintain the files of office and transfer these files to successor in accordance with Policy 10.7.01.
8. Prepare and submit the following:
    - Report to the Board of Directors prior to each Board meeting

OTHER DUTIES AND RESPONSIBILITIES

1. Develop and assist the President and board members with job descriptions, policies and procedures, and recruitment of volunteers for national service.
2. Financial
    1. Prepare and submit a quarterly Expense Report to President for approval
    2. Coordinate and prepare annual budgetary recommendations for areas of responsibility and assigned committees and appointees
    3. Review periodic financial reports.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Professional or volunteer experience and skills in media formats, contract and project management, and administration for large-scale organizations.
2. Professional or volunteer experience in administration and supervision.
3. Must have ability to work with all levels of management to assure that volunteers, vendors and staff meet contractual obligations.
4. Experience in development of new programs and educational opportunities, as well as a willingness to accept changes to improve the organization for the future.
5. Experience in fiduciary responsibilities relating to protecting the assets of the members.
6. Prior service on the ANG national level preferred.
7. Business experience
    1. Able to read a financial statement
    2. Able to read and understand a contract

3. Able to write/modify a contract
4. Preparation of Budget/Monitor performance actual vs. budgeted amounts
5. Knowledge of Expense Reporting

8. Proficient in the use of the computer: email, word processing, database and spreadsheet. Internet access is required.
9. Organization, interpersonal, and time management skills.
10. Effective written and oral communication skills.
11. Willingness to review email and ANG forum posts daily.

GENERAL

1. May not take classes at ANG Seminars.
2. This job description may be changed by the Board of Directors.
3. Time Commitment: 25 hours per week most weeks; 30 to 40 hours a week seasonally