



Board Member Job Description: Vice President

Terms of the Vice President as per the CATA by-Laws

The term of office of the President, Vice-President, Secretary, and the At Large members shall be two (2) years, commencing at the annual business meeting of the CATA next following their election and continuing until the annual business meeting of the CATA two (2) years later. The same person may be elected to not more than two (2) successive terms of the same office.

Eligibility per the CATA By-Laws

All officers shall be certified members of the NATA for a period of not less than five (5) years immediately prior to their nomination, and shall have resided and practiced professionally within the State of Colorado for a period of not less than two (2) years immediately prior to their nomination.

Duties per the CATA By-Laws

1. Investigates and recommends to the Executive Board possible avenues through which the CATA may enhance its professional image, professions, high schools, colleges, and universities, and the general public.
2. Continually reviews the CATA By-Laws in terms of newly enacted legislation and makes recommendations to the Executive Board for revision, deletions, or additions.
3. Maintain an accurate and current record of newly enacted legislation, incorporate it into the By-Laws as instructed by the Executive Board, and supplies such information to the Board and Membership.
4. Serves as ex-official member of all the CATA committees.
5. Coordinates the efforts to enhance the success of the Annual Meeting and Clinical Symposium.
6. Selects sites and hotels for the Annual Meeting and Clinical Symposium according to the guidelines set by the Executive Committee.
7. Forms any additional sub-committee as deemed necessary for the success of the Annual Meeting and Clinical Symposium.
8. Keeps the President informed on all Annual Meetings and Clinical Symposium plans and reports to the Executive Board at each scheduled meeting.
9. To chair meetings of the Executive Board and preside over meetings of the CATA at which the President is not in attendance.

Description of the duties of CATA Vice President

1. The vice president is expected to participate in as many of the conference calls and official meetings of the CATA executive board as possible. Failure to participate may result in being excused from the CATA executive board.
 - a. These meetings are conducted on a monthly to quarterly basis and are typically conducted via conference call with at least one face-to-face annual planning meeting.



2. The primary duty of the vice president is to chair the educational committee and to coordinate the annual meeting and Clinical Symposium.
 - a. Items to be coordinated for the annual symposium include: securing a location for the conference and negotiating the price and terms for the conference, spear heading conference speakers and educational content, coordinating vendors with the corporate sponsor committee, coordinating the hall of fame reception with the awards committee, establish and conduct online and on-site registration mechanisms, coordinating funding raising efforts in conjunction with the rest of the executive board, conducting feedback and evaluation of the speakers and conference in compliance with BOC standards.
 - b. The vice president will be required to maintain an accurate understanding related to the BOC standards for continuing education, especially as it relates to EBP programming.
 - c. The vice president may be responsible for coordinating the application process for EBP topics for approval by the BOC, submitting on behalf of the CATA with the CATA provider number.
3. The vice president will also be responsible for determining accurate CEU calculation and distribution of CEU's to participants at symposiums conducted on behalf or in association with the CATA.