

*Case Management Society of New England*  
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Email: [CMSNE@CMSNE.org](mailto:CMSNE@CMSNE.org) Website: [www.CMSNE.org](http://www.CMSNE.org)

POSITION: Vice President

POSITION OVERVIEW: The office of Vice President is an elected position that serves for a period of two years.

ROLES AND RESPONSIBILITIES:

- Participates and is a voting member on the Board of Directors.
- Preside over the Board and business meetings in the absence of the President and President elect.
- Act as a liaison to current and newly formed extensions of CMSNE, in helping to develop, plan and communicate needs of extension to the Board.
- Act as Board Liaison to CMSNE Committee as assigned by the Board of Directors.
- Serves as chapter representative in matters related to CMSNE Corporate Sponsorship, to include but not limited to recruitment and retention activities and review and or revision of established benefit levels as needed.
- Will assist with the renewal of the consultant contracts as deemed necessary by the President.
- Perform other duties as assigned by the President and Board of Directors.
- If unable to perform the duties of the office, the Vice President will resign or be terminated from the position in accordance with Article VII, Officers, Section 6, Removal, of the chapter bylaws.

BENEFITS OF ELECTED OFFICE:

- Discounted registration to Annual Conference
- Discounted registration to Building Strategies Conference
- Invitation to Board retreats, as sponsored/offered by CMSNE
- Based on program attendance and/or demand for Board presence, complimentary registration may be extended for programs sponsored by the Chapter and/or Chapter Extensions. The Board member agrees to actively greet participants, networks with participants and program sponsors, participates in registration activities and/or facilitates table discussions or other program components as assigned.
- Increased networking opportunities with Corporate and program sponsors and peers
- Development of communication, leadership and public relations skills

Please note: Complimentary registrations for programs sponsored by the Chapter or Extensions are subject to review and approval based on demand and attendance limitations as stated above. This may result in a pro-rated benefit.

Example: An Extension-sponsored program projects a low anticipated turnout for a program. This results in higher than normal risk for suffering a monetary loss in order to cover meeting expenses. Two Chairpersons from the same Extension (not the host Extension) request complimentary registration to attend the program. The host Extension Chair(s), in conjunction with the President, decides if one, both or neither of the requesting Extension Chairs are allowed complimentary registration.

For programs sponsored by the Chapter, decisions regarding complimentary registration are made by the President and Program Chairperson.