

AUGUST 2015

Executive Vice President

Powers and Duties of Executive Vice President:

(As defined in LAFP Bylaws, Chapter X, Section 9)

1. The LAFP Board of Directors shall appoint an Executive Vice President for a term and stipend to be fixed by the LAFP Board of Directors.
2. The Executive Vice President shall, under the direction of the LAFP Board of Directors, perform such duties as the title of the office ordinarily connotes and such other duties as may be assigned by the LAFP Board of Directors.
3. The Executive Vice President shall not be entitled to vote.
4. The Executive Vice President shall keep or cause to be kept an accurate record of the minutes of and transactions of the General Assembly and the Board of Directors and shall serve as Secretary of these bodies.
5. The Executive Vice President shall supervise all other employees and agents of the LAFP and have such other powers and duties as may be described by the Board of Directors or these Bylaws.
6. The Executive Vice President shall be bonded in an amount fixed by the Board of Directors, the premium thereon to be paid by the LAFP.

Major Responsibilities and Duties:

1. The Executive Vice President is directly responsible for the day to day management of the affairs of the Louisiana Academy of Family Physicians.
2. She/he shall be responsible for an accurate record of the minutes and transactions of the Board of Directors, the General Assembly, and all meetings of the Academy or its committees.
3. The Executive Vice President shall keep, or cause to be kept, at the principal office or at such other place as the LAFP Board of Directors may direct, a book of minutes of the organization and of the LAFP Board of Directors with the time and place of holding, whether regular or special; how authorized, the notice given; the names of those present at meetings of the organization and proceedings thereof; and shall serve as secretary of these bodies.
4. The Executive Vice President shall likewise keep, or cause to be kept, an up-to-date list of members of the organization.
5. The Executive Vice President shall give, or cause to be given, notice of all meetings of the organization and of the LAFP Board of Directors and shall have such other powers and perform such other duties as may be prescribed by these Bylaws or by the LAFP Board of Directors.
6. She/he shall perform such other powers and duties as may be prescribed by the Board of Directors, the General Assembly, or the Bylaws. In addition, she/he shall act as Publisher of all publications.
7. To take any reasonable action necessary to carry out the responsibilities of the Executive Vice President in accordance with the established policies, and within any specific limitations set by the Board of Directors and/or General Assembly.

Management Responsibilities:

1. Receives general guidance and direction from the Board of Directors and, acting independently or in coordination with Academy Officers and Committee Chairs, implements the policies and decisions promulgated by the Board of Directors and/or General Assembly
2. Provides for efficient day-to-day management of office activities
3. Maintains a sound organizational structure at the office
4. Maintains and updates as necessary procedures and personnel manuals
5. Recruits, hires, trains and motivates staff personnel. Is responsible for all promotions and terminations

6. Has general responsibility for conducting all Academy programs and activities in cooperation and coordination with Academy Officers, Directors and Committee Chairs
7. Remains abreast of association management concepts to provide the highest level of management expertise

Organizational Responsibilities:

1. Develops positive relationships with the Committees of the organization and with outside groups so as to obtain their fullest cooperation and understanding
2. Assists in planning programs that will keep members informed about Academy policies, goals and programs
3. Responds to inquiries from the public, members of the Academy, and other professional organizations through the release of appropriate information concerning Academy activities
4. Insures Academy representation at conferences, seminars, and other meetings affecting the affairs of the Academy to see the Academy's interests are protected, and reports such proceedings to the Board of Directors
5. Assists officers and directors to the extent that time and available resources will permit
6. Personally serves as liaison with organizations, groups and individuals to represent the LAFP and serve its best interests
7. Maintains liaisons with other constituent chapters, exchanging ideas and strategies to strengthen the LAFP

Financial Responsibilities:

1. Pays for all goods and services received
2. Disburses funds in accordance with established fiscal policies of the Academy
3. Advises and assists the Academy's treasurer

Legal Responsibilities:

1. Performs all duties as an Administrative Officer of the Academy

Committee Responsibilities:

1. Assists chairs, or provides staff to assist with the preparation of an agenda for all meetings of the Board of Directors and Committees
2. Attends all meetings of the Board of Directors and General Assembly, and provides assistance to chairs, or provides staff to assist in recording transactions of such meetings if necessary
3. Attends committee meetings