



THE NEBRASKA SOCIETY FOR RESPIRATORY CARE

A Chartered Affiliate of the American Association for Respiratory Care

Policy Statement

Section: Board of Directors

Subject: Officer Position Descriptions:
Vice President

Effective Date:

References: NSRC Bylaws

Summary of Duties:

The Vice President primarily provides assistance to the President. The vice president and vice president-elect will act as chair and co-chair of the Program and Education Committee.

Specific Duties:

1. Assumes the duties of the President-Elect in the event of the President-Elect's absence, resignation, or disability.
2. Primary planner for the annual NSRC conference.
 - a. Program planning:
 - i. Budget review and basis for planning of conference, assures payment and fees for conference with society treasure.
 - ii. Plans state conference, location, dates, and event planning.
 - iii. Develops theme of conference
 - iv. Develops agenda and speakers, including contracts, CV's, program outline and sponsorship.
 1. Maintain records of correspondence with speakers including letters of conformation and thanks.
 - v. Identifies, develops and coordinates with vendor liaison the vendor hall, contract, charges, vendor requirements and benefits to vendors attending conference. (number of CEU's and number of free attendance to conference)
 1. Assure that vendor sponsors are appropriately recognized for their contributions.
 - vi. Maintain accurate, legible records of registration and payment for the conference. Attendees and vendors.
 - vii. Apply for continuous education credit with the AARC and appropriate credentialing bodies.
 - viii. Establish objectives and evaluations for conference attendees and vendors. Provide opportunity for improvements and suggestions.
3. The Program and Education Committee has the largest impact on the financial resources of the Society. It is critical that the budgetary resources of the Society



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be considered in planning all educational functions. These established guidelines should be understood and applied to these functions:

- a. The standard honorarium awarded to speakers at NSRC sponsored educational seminars is \$250.00 for non-physician speakers and \$500.00 for physicians. Speakers requesting higher honoraria than this standard amount must have their expenses paid by a sponsor or the Program and Education Committee Chair must obtain prior approval from the President for the additional expense.
- b. Speakers who are NSRC members are encouraged to make their services available to the NSRC on volunteer basis. However, the committee may either pay such speakers on honorarium as described above OR pay the speaker's travel expenses for the day of the presentation (i.e. lodging and mileage), but not both.
- c. Travel expenses for speakers at meetings will be as follows:
 - *Lodging (one single or double room) for one night (on NSRC master account)
 - *Mileage OR Airfare, as approved by the President
 - *Per Diem of up to \$50/day, if requested by the speaker

All such expenses must be submitted to the Treasurer with receipts before they are paid. Reimbursement for expenses in excess of those described above must be approved by the President.

- d. Compensatory room awarded by the hotel for meeting or exceeding the room pickup are to be assigned as follows:

First suite:	Past President
Second suite:	P&E Chairperson
Additional Comp Rooms:	President, the Annual Meeting Speakers and NSRC board as rooms are available.

4. Members of the Program and Education Committee are not charged a registration fee for the meetings they plan, organize and execute. (In order to receive complimentary registration at any meeting, the board or committee member must have completed their assignments).
5. NSRC board members and other committee chairs are not charged registration for the state conference. (This is granted as recognition of their service at the discretion of the program chair)
6. Student fees are discounted at the discretion of the Program and Education Committee.
7. At the end of each educational meeting, the Program and Education Committee Chairperson, the Treasurer and the President will review the hotel bill with the



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- representative of the hotel to assure that charges to the Society are correct before payment is made.
8. Work with the Membership committee to have booth space at all NSRC sponsored seminars and conferences.
 9. Order mailing labels six weeks prior to the expected mailing dates. Negotiate with Boomer's or other provider to provide printing and mailing.
 10. Suggest if paid by check, copy check and attach copy with application. This is not necessary if paid electronically.

Reviewed: Mar 2, 2011

W Bonner

J Bush

Board Approval _____