



## **Job Description President Elect**

### **Primary Function:**

1. In the absence or disability of the President, the President Elect performs all the duties of the President and has the powers of the President.
2. The President Elect becomes the President of NCVPRN at the conclusion of the fiscal year
3. The office of President Elect is a three-year term of office.

### **Responsibilities:**

1. Assist President/Executive Board to maintain the functioning of operations consistent with the NCVPRN bylaws.
2. Attends and participates in all Executive Board and General Meetings and AACVPR Leadership Conference.
3. Provides input to the preparation of the meeting agenda.
4. Supports the President and Board by actively participating in all decision-making issues concerning NCVPRN.
5. In July, sits on the Nominating Committee and solicits nominations from the membership in writing\* per group email and/or mailing to all current members. Updated list from membership chairperson/chairpersons is required prior to submitting these forms.
6. Assists in preparation of the annual budget in collaboration with Executive Board.
7. In August, The Nominating Committee will review potential nominees for open board positions. All nominees will return the signed agreement acceptance form\*. The nomination form and the acceptance forms will be sent to all members. All nomination forms are available for member access on NCVPRN website for absentee voting. On site voting will take place at Fall Conference. Election results will be announced at Fall Conference.
8. Compensation: The person who fulfills the obligations of this office will receive Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid. Also, registration to the annual Affiliate Leadership forum Training, the air travel and transportation fee, hotel and meals are reimbursed at acceptable standards (GSA per diem rates) while in attendance of the AACVPR Leadership Training

### **Qualifications:**

- A. Must be an active member of AACVPR/NCVPRN joint affiliate
- B. Must have served on a committee of NCVPRN

\*Denotes attachment: acceptance form and nomination form



### Acceptance Form

**NAME:** \_\_\_\_\_

**PROFESSION:** \_\_\_\_\_

**BUSINESS AFFILIATION:** \_\_\_\_\_

**ORGANIZATION/HONORS/AWARDS/PUBLICATIONS:**

**BRIEF SUMMARY OF CARDIOPULMONARY PROFESSIONAL  
BACKGROUND:**

**THOUGHTS FOR THE FUTURE OF THE NCVPRN:**

**I agree to run for the office of \_\_\_\_\_ for the term commitment as  
specified in the NCVPRN Job Description.**

**I attest to the fact that I am an active member in the AACVPR/NCVPRN. I have  
not been  
convicted of a felony, fraud, embezzlement, or theft.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## BOARD NOMINATIONS

The NCVPRN is asking its members to carefully consider who would be the best candidate to run in our next election for President Elect, Treasurer and Secretary. A brief job description is listed below with a space for you to write your nomination.

**President Elect:** Supports the NCVPRN board and actively participates in decision-making issues concerning the NCVPRN.

**Responsibilities:** Attend all Executive Board and General meetings, prepares the budget for the year, and is a member of the Nomination and Audit Committees and delivers the final report from the Audit Committee.

**Qualifications:** NCVPRN member and served on a committee of the NCVPRN in the last three years. This is a three-year commitment.

**Nomination:** \_\_\_\_\_

**Write in Candidate:** \_\_\_\_\_

**Treasurer:** Functions as the chief financial officer for the NCVPRN.

**Functions:** Receive and safely keep all funds and deposit them in such bank as designated by the Executive Board. Ensures legal and regulatory compliance. Reports to and acts as an advisor to the NCVPRN Executive Board. This office is a three-year commitment.

**Qualifications:** Active member of the NCVPRN organization.

**Nomination:** \_\_\_\_\_

**Write in Candidate:** \_\_\_\_\_

**Secretary:** Functions as the chief recording officer for the NCVPRN.

**Functions:** Keeps and maintains official records and minutes of all the meetings of the members and the Executive Board. Submits these for approval to the appropriate body; then places them onto the web site. This office is a two-year commitment.

**Qualifications:** Active member of the NCVPRN organization.

**Nomination:** \_\_\_\_\_

**Write in Candidate:** \_\_\_\_\_

**Please return this form by \_\_\_\_\_ to:**

**(Place return information here)**

*Edit forms as required.*



## Job Description President

### Primary Function:

1. Serves as Chief executive officer of the NCVPRN and chairperson of the Executive Board.
2. Fills vacancies on committees and is an ex-officio member of all committees except the Nominating committee.
3. Has general authority to supervise, direct and control the business and affairs of the NCVPRN.
4. Presides at all meetings of the members and shall have such other powers and duties as will be prescribed by the Executive Board.
5. The office of President is the second year of a three-year term of office.

### Responsibilities:

1. With the Executive Board, maintains the functioning of operations consistent with the NCVPRN bylaws.
2. Attends and participates in all Executive Board and General Membership meetings.
3. Prepares the meeting agenda.
4. Submits President's letter for the website.
5. Prepares the strategic plan in collaboration with the board for the next year.
6. Collaborates with executive board to begin audit process.
7. Compensation: The person who fulfills the obligations of this office will receive Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid. Dues to AACVPR are paid during the year the President is in office. Registration to the annual AACVPR conference, the air travel and transportation fee, hotel and meals are reimbursed at acceptable standards (GSA per diem rates) while in attendance of the AACVPR conference.
8. August- Sends out Request for Nominations to the general membership for the member awards as listed below. Awards will be presented at Fall Conference. All award forms are available for member access on NCVPRN website.
  - The New Member (Rookie) Award
  - The Committee Member Award
  - The Distinguished Member Award

### Qualifications:

1. Active member of AACVPR/NCVPRN joint affiliate.
2. Must have served as President Elect for immediate past term.



## **Job Description Immediate Past –President**

### **Primary Function:**

1. Parliamentarian – The current edition of Robert’s Rules of Order shall be the reference to govern all NCVPRN proceedings
2. Assists the President in formulating the Strategic Plan of the organization.
3. Serves as chair of the Nominating committee.
4. The office of Past President is the third year of a three-year term of office.

### **Responsibilities:**

1. Assists President and Executive Board to maintain the functioning and operations consistent with NCVPRN bylaws.
2. Nominating committee – serves with current President-Elect and one Past-President who is appointed by the current President. Use the following timetable.  
In July and at Fall Conference, assists with the Nominating committee duties as appointed.
3. Attends and participates in all Executive Board and General Membership meetings.
4. Receives committee reports from all committee chairs each month and delivers the reports to the Executive Board when chairs are not in attendance.
5. Collaborate with AACVPR and NCVPRN Executive Board for potential participation on DOTH (Day on the Hill)
6. Collaboration with local MAC- (Medicare Administrative Contractor) on routine calls.
7. Compensation: The person who fulfills the obligations of this office will receive Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid.

### **Qualifications:**

1. Active member of AACVPR/NCVPRN joint affiliate.
2. Must have served as president for the immediate past term.



## **Job Description Secretary**

### **Primary Function:**

1. Keeps and maintains official records and minutes of all meetings of members and the Executive Board.
2. Submit the minutes for correction and approval to the board members.
3. The office of Secretary is a two-year term of office.

### **Responsibilities:**

1. Records minutes of all Executive Board and General Membership meetings.
2. Submits minutes of previous meeting for approval at each meeting. Minutes will be posted on the website once they are approved.
3. Maintains a record of those members attending the meetings.
4. The minutes include the monthly committee reports.
5. Attends and participates in all Executive Board and General Membership meetings.
6. Compensation: The person who fulfills the obligations of this office will receive Fall conference registration paid by the NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid.

### **Qualifications:**

1. Active member of AACVPR/NCVPRN joint affiliate.



## Member at Large

### Primary Function:

1. A Board member who supports the board and membership.
2. Assists executive board to develop the Strategic Plan or the organization.
3. The office of Member at Large is a two-year term of office.

### Responsibilities

1. In Collaboration with the Executive Board, maintains the functioning of operations consistent with the NCVPRN Bylaws.
2. Attends and participates in all Executive Board and General Membership meetings.
3. In collaboration with the board assists in developing the Strategic Plan
4. Services as a liaison between the board and membership.
5. Serves on committees as directed by the board.
6. Compensation: The person who fulfills the obligations of this office will receive Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid.

### Qualifications:

1. Active member of AACVPR/NCVPRN joint affiliate.
2. Willingness to help board in all endeavors.



## Job Description Treasurer

### Primary Function:

1. Serves as the CFO (Chief Financial Officer).
2. Ensures legal and regulatory Compliance.
3. Reports to and acts as an advisor to the NCVPRN Executive Board.
4. The office of the Treasurer is three-year term with elections occurring bi-annually  
Year one-collaborates with current CFO to identify role and responsibilities  
Year two- serves as CFO  
Year three- Serves as CFO and collaborates with newly elected treasurer

### Responsibilities:

#### Cash Management

1. Safeguard organizational funds.
2. Manage banking relationships.
3. Deposits cash receipts into bank accounts designated by the Executive Board.
4. Disburses funds of approved invoices and reimbursements in compliance with policies/procedures approved by the Executive Board. Makes sure an accurate record or disbursement sheet accompanies all expenses paid out.
5. Maintains records of all income/expenses to allow a fiscal year-end cash audit.
6. Balances all cash accounts at least monthly.
7. Gives receipts and releases in the NCVPRN name for receipts of payment.
8. Ensures compliance of all NCVPRN policies and procedures. This includes having expenses equal to or more than \$750.00 being approved by second member of the executive board.
9. All expense reimbursements to the treasurer must be approved by an officer and signed by someone other than the treasurer.
10. A signed W-9 must be provided to recipients of any corporate or non-corporate entities prior to any payment issued in the amount of \$600 or more.
11. Revenue reconciliation needs to be done for all conference attendees.
12. Check the IRS website January 1<sup>st</sup> and July 1<sup>st</sup> for the current mileage reimbursement rate and notify the executive board.
13. Compensation: The person who fulfills the obligation of this office will receive Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid.

#### Finance:

1. Files all IRS-(990-N due prior to April), State of Nebraska (Biennial nonprofit form-due odd years), and other regulatory forms to maintain non-profit-status.
2. Collaborates with the President Elect and Executive Board to initiate the budget process. Prepares the budget and presents for approval at Fall Conference at General Staff meeting with the assistance of the Executive Board.
3. Close out the organization's books at the end of each calendar year.



**Job Description  
Treasurer  
(Continued)**

4. Assists in preparation of annual budget in collaboration with the President and Executive Board.
5. Will make recommendations to the Executive Board for outside consulting assistance as required.

**Qualifications:**

1. Active member of the AACVPR/NCVPRN joint affiliate.
2. Has not been convicted of a felony, fraud, embezzlement, or theft and is able to be bonded.



## Job Description Treasurer Elect

### Primary Function:

1. In the absence or disability of the Treasurer, the Treasurer Elect performs all the duties of the Treasurer and has the powers of the Treasurer.
2. The Treasurer Elect becomes the Treasurer of NCVPRN at the conclusion of the first fiscal year.
3. The office of Treasurer Elect is a three-year term.
  - a. First Year: Collaborates with current treasurer to learn and assist with duties of the current treasurer.
  - b. Second and Third Year: Serve as CFO (Chief Financial Officer) following the Treasurer Job Description
  - c. Third Year: Serve as CFO and mentor the incoming Treasurer Elect

### Responsibilities:

1. Assist Treasurer in safeguarding organization fund and ensures legal and regulatory compliance.
2. Manage Banking relationships (at end of first year)
  - a. Change address to incoming treasurer elect
  - b. Account signers will be determined with assistance from Executive Board
  - c. Order new checks with current address
3. Work closely with current Treasurer to learn duties:
  - a. Deposits into bank account
  - b. Disbursements of appropriate funds
  - c. Balancing of cash accounts monthly
  - d. Compliance with NCVPRN policies and procedures
  - e. Filing of IRS forms
  - f. Collaborating with board members
  - g. Preparing budget annually
  - h. Closing of books annually
  - i. Annual conference financial responsibilities
  - j. Reporting at Board meetings and annual conference General meetings
4. Compensation: The person who fulfills the obligation of this office will receive Fall Conference registration paid by NCVPRN. Mileage to fall conference and mandatory meetings will be paid.

### Qualifications:

1. Active Member of AACVPR/NCVPR Joint Affiliate.
2. Has not been convicted of a felony, fraud, embezzlement or theft and is able to be bonded.



## **Job Description Development/Marketing Committee Chair**

### **Primary Function:**

1. Responsible for development projects to generate funds for the NCVPRN.
2. To promote and organize public relations activities and promotes national Cardiac and Pulmonary Rehabilitation weeks.
3. Documentation of NCVPRN's historical events/memorabilia to be stored.
4. Responsible for promoting and organizing public relation activities on multiple media platforms
5. Assist with Website updates

### **Responsibilities:**

1. Studies NCVPRN fundraising potential, both existing and new, and makes recommendations to the Executive Board.
2. Obtains information on National Cardiac and Pulmonary Rehabilitation weeks from the national AACVPR office. Place information on the web page and send reminders to members to promote said weeks
3. Obtain information for Proclamation signing
4. In February, attend the Proclamation signing ceremony
5. Prepares the display board for NCVPRN Fall meeting.
6. Provide website with updates.
7. Schedule Zoom meetings
8. Submits a committee report to the Executive Board monthly.
9. Attend and participates in all NCVPRN meetings as appropriate.
10. Assists in a plan to achieve strategic goals.
11. The person who fulfills the obligation of this office will receive Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid.

### **Qualifications:**

1. Previous fundraising experience on how to write and propose a fundraising project preferred.
2. Computer skills
3. Willingness to learn technical skills needed to manage the website



**Job Description**  
**Membership and Communication Committee Chair**

**Primary Function:**

1. Responsible for tracking memberships as reported monthly by AACPVR.
2. Responsible for maintaining a current listing of Nebraska Cardiac and Pulmonary rehabilitation programs, along with descriptive program information.
3. Website updates to enhance communication with members

**Responsibilities:**

1. Together with other members of the Executive Board and with the membership in general, promotes the value of belonging to the organization to increase awareness of the contribution of Cardiovascular and Pulmonary Rehabilitation to patient care while increasing membership rolls.
2. Send welcome letters to all new members, as indicated by the current membership list obtained from AACVPR. Acknowledges new members at fall conference.
3. Submits a committee report to the Executive Board monthly.
4. Attend and participate in all NCVPRN meetings as appropriate.
5. Maintains current listing of Nebraska rehabilitation programs and updates contact information of each yearly.
6. Provides a plan to achieve strategic goals.
7. The person who fulfills the obligation of this office will receive Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid.

**Qualifications:**

1. Organization skills important. Computer skills helpful.



**Job Description**  
**Education Program Committee Chair**

**Primary Function:**

1. Prepare and arrange the Fall Conference to include educational programming, evaluations and continuing education units. Reviews projective budget with board at meetings.

**Responsibilities:**

1. The program committee, in conjunction with the Executive Board, is responsible for requesting and compiling suggestions from the membership for the Fall Conference. This can be done through evaluations from prior meetings.
2. Utilize the following timetable:

April

Fall meeting preparation  
Send “Save the Date” to website and email for Fall Conference.  
Choose site and coordinator at the general meeting in Fall (membership to vote for site).

June

Contact people that signed up to assist with program committee  
Confirm speaker/topic/theme

August

Post notice on web page for Fall conference.  
Send Fall meeting brochure via email blast, program email listing, & mail.  
Apply for CEU's.  
Finalize speakers.  
Contact possible vendors for grants/contributions.

October

Collect evaluations at meeting  
Distribute CEU's.

November

Report on Fall Meeting

3. Organizes educational offering to membership as directed by the Executive Board. May include but not limited to: AACVPR webinars, membership driven education session or any other opportunity as directed by the Executive Board.
4. Submits a committee report to the Executive Board monthly.
5. Attends and participates in all NCVPRN meetings as appropriate.
6. Provides a plan to achieve strategic goals.

**Job Description**



**Program Committee Chair**  
(Continued)

7. Mileage, supplies and postage expenses incurred for the committee work ~~may~~ will be submitted to the Executive Board for approval. Payment for these expenses need to be pre-approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request.
12. The person who fulfills the obligation of this office will receive Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid.

**Qualifications:**

1. Organization skills important.

**NCVPRN Job Descriptions updated 10/8/14, 7/14/2016, 8/19/2020, 10/28/21, 2024, 3/18/25, 7/1/25**

**Multimedia Management Committee functions and responsibilities merged with Development/Marketing Committee. 7/2025**

**Health Policy & Reimbursement Committee Chair/MAC- Committee dissolved and responsibilities added to Immediate Past Presidents job description. 7/2025**