

SIGMA THETA TAU ETA KAPPA CHAPTER-AT-LARGE

VICE PRESIDENT

PURPOSE: The Vice President shall be responsible for planning, approving, and publicizing the local chapter Continuing Education (CE) Events.

POSITION: Elected Position by Eta Kappa Membership

FREQUENCY OF MEETINGS: Attendance at Eta Kappa Board meetings is required.

PROJECTED CALENDAR: The Vice Presidents (VP)s from the three schools will work together and share responsibilities for CE programs at least twice per year. The responsibilities are to be shared and each CE a different VP should be the leader.

LENGTH OF SERVICE: Two years, rotating half of the members each year. A member may be reappointed for a second term.

RESPONSIBILITIES:

1. Plan CE Events for at least twice per year.
2. Facilitate CE approval as part of the planning for the CE Event including abstract submission.
3. Provide timely information to promote the CE Event.
4. Facilitate the completion of evaluation for the CE Event.
5. Report to Board Members at meetings event meetings and CE feedback.