



## NSA Vice Presidents Terms of Reference

The NSA Board has the option to appoint Vice Presidents. These are individuals with deep knowledge and long involvement in NSA, usually previous NSA Board Chairs, who have worked hard in a voluntary capacity and continue to be proactive in promoting and supporting the association.

### Nomination and appointment

- When an NSA Chair reaches the end of their term, their automatic invitation to become a Vice President will be discussed at the first Board meeting after their retirement. A letter offering the position of Vice President and NSA Honorary Membership, recognising the contribution they have made to NSA, and will be sent after this meeting. This does not need to be done via the AGM.
- Individuals who have not served as NSA Chair can be nominated as a Vice President at the AGM. Their appointment is at the discretion of the NSA Board and, as such, a nomination (accompanied by a 100-word justification) will be considered at the Board meeting following the AGM. If a nomination is accepted, a letter offering the position of Vice President and NSA Honorary Membership, will be sent after this meeting.

**Expectations.** Nothing is expected of Vice Presidents – they have worked hard in a voluntary capacity for the NSA and the position is recognition for their input. However, the nature of most VPs is that they continue to want to be involved in NSA and help appropriately. They are encouraged to be advocates for NSA and be proactive in promoting and reporting opinions and views back to the association. They are also encouraged to attend Vice President meetings, which are a forum by which NSA can consult with Vice Presidents on matters of importance, drawing on particular knowledge, interest and skills.

**Vice President meetings.** As of early 2021 and unless otherwise stated by the Board, the most recently retired NSA Chair automatically takes the role of **Chair of the Vice Presidents** and is responsible for bringing together the Vice Presidents for meetings as appropriate (usually at least once per year). The Chair of the Vice Presidents will determine the scope and remit of each individual meeting, with administrative support provided by NSA Head Office. Meetings may be face-to-face or online. The Chair of the Vice Presidents will report back to the NSA Chair and/or NSA Chief Executive.

**Costs.** NSA Vice Presidents cannot claim expenses from NSA for attending events or meetings, unless this is expressly stated at the point an individual is invited to an event or meeting. This includes travel and accommodation expenses for Vice President meetings. However, NSA will cover the venue and hospitality costs of Vice President meetings.

