



Job Description for Vice President of Legislation/Resolutions The job description for VP for Legislation/Resolutions of NJSBA includes:

- Serve as Chairperson of the Legislative Committee and the Resolutions Subcommittees.
- Plan and conduct in-service legislative training activities, in consultation with the Executive Director.
- Participate in the legislative hearings and activities, as requested by the President or the Executive Director of the Association.
- Preside over those portions of the Delegate Assembly where Resolutions, *Bylaws* amendments, and policy recommendations resulting from the Association's policy review process are considered, and present such resolutions, *Bylaws* amendments and policy recommendations to be acted upon by the delegates.
- Moderate Legislative Conference and Legislative Session at Workshop.
- Work as a team member and share responsibilities of the Executive Committee.
- Provide leadership and vision for the Association.
- Attend and give greetings at county meetings as assigned.
- Testify before committees of the Legislature when asked.
- Evaluate the Executive Director.
- Attend NJSBA/NSBA functions:
 - Executive Committee meetings
 - Board of Directors meetings
 - Delegate Assemblies
 - Annual Workshop
 - NJASA/NJSBA Annual Spring Conference
 - NSBA Annual Leadership Conference
 - NSBA Annual Federal Relations Network
 - NSBA Annual Conference
 - NSBA Annual Northeast Region Meeting
- Perform such other duties as may be prescribed by the *Bylaws* or assigned by the President.