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## Orientation and Responsibilities - VHA Area Vice Presidents

# Orientation

* Meet with VHA President and / or designated Area VP for orientation.
* Receive an updated VHA Area Vice President notebook of documents with option to request all documents in digital form.
* Train for VHA Website log-in / back-office access / sending area emails / updating NR data.
* Review resources on [www.districtgov.org](http://www.districtgov.org) and the available videos.
* AVPs receive all Town Hall question submissions. If one pertains to your area, contact the VHA President to make sure it is okay for you to handle.

NOTE: The question may still be added to the Town Hall meeting after an issue has been solved.

# Responsibilities

* Attend CDD Orientation and Resident Academy.
* Attend VHA monthly meetings: Executive Board (EB) and Advisory Board (AB)
* Recommended: Attend New Resident Night (NRN), Town Hall meetings and area CDD meetings.
* Attend quarterly VHA Town Hall meetings.
* Communicate with Neighborhood Representatives (NR) through: face-to-face meetings, phone, and email.
* Conduct quarterly meetings with NRs with follow-up meeting emails and regular (at least once a month) information updates of VHA meetings and events. BCC to Pres, EVP & AVPs.
* Recruit and train NRs.
* Order name badges for new NRs from VHA Secretary.
* Research and plan area programs for members and residents.
* Write articles for publication in the Voice and on the VHA website.
* Recruit an Assistant AVP who will step in when you are absent and prepare to become the next AVP.

NOTE: VHA President and Executive Vice President conduct the final interview to appoint an Assistant AVP.