**NIPEC Leadership Positions and Description of Responsibilities**

**Chair:**The Chairperson shall preside at all meetings of the Consortium and shall be an Exofficio member of all committees except the Nominating Committee. S/he shall be the designated liaison to the ACAPT Board of Directors unless otherwise determined by the NIPEC Board of Directors. The Chairperson will assure currency of essential information on the ACAPT NIPEC Website and attend the ACAPT annual meeting.

**Vice Chair:**The Vice Chairperson shall assume the duties of the Chairperson at the request of the Chairperson or in the absence or incapacitation of the Chairperson and oversee NIPEC ad hoc committees as a voting committee member.  The Vice Chair shall serve as the Parliamentarian during the Annual and Special meetings. The Vice Chair shall represent the NIPEC related to any Program Planning responsibilities for ELC.

**Secretary:**  
The Secretary shall be responsible for keeping the minutes of all NIPEC and Board meetings; notify NIPEC members of the date, time, and place of NIPEC meetings; maintain the NIPEC’s archives and correspondence; and make NIPEC’s minutes and rules and regulations available to the membership and to ACAPT’s executive office.

**Nominating Committee Member:**  
The Nominating Committee shall consist of three (3) members.  Those eligible to serve are NIPEC members elected by the membership for three (3) year terms, with one (1) member being elected each year.  The senior member of the committee shall serve as Committee Chair for the last year of his/her term.

The nominating committee shall prepare a slate of one (1) or more names for each office to be filled.  The slate (i.e. list of candidates) shall be published on the NIPEC website and distributed to the membership prior to the election.  The Nominating Chair will provide the slate, together with the information on each candidate, at least 30 days in advance of the election.

**Directors-At-Large:**

Chair will provide the slate, together with the information on each candidate, at least 30 days in advance of the election The Directors at Large shall serve on the Board of Directors to provide broad-based input into the decision making process of the leadership team and assist with dissemination of information to the membership. They will serve as a liaison where assigned and perform such other duties as may be applicable to the office or as directed by the Chair and Vice Chair of the Consortium.