

VICE PRESIDENT

1. Shall be the Continuing Education Chairperson for programs sponsored by GADHA.
2. Shall plan continuing education and/or work with a continuing education company such as Omega Seminars to plan continuing education courses and dates in Austin in the Spring and in the Fall.
3. Shall plan courses in accordance with TDHA guidelines for continuing education.
4. Shall be responsible for continuing education credits and certificates for the monthly meetings.
5. For GADHA monthly meetings, the Chairperson shall:
 - a. Coordinate arrangements for speakers and place of monthly meetings.
 - b. Obtain and keep a copy of the speaker's vitae and course outline.
 - c. Keep electronic copies of all forms.
 - d. Provide CE courses of a minimum of one hour.
 - e. Charge non-members requesting CE credit a fee set by the Board of Directors.
 - f. Contact Treasurer prior to the meeting if expenses will be incurred for the program or speaker.
 - g. Select educational speakers from professionally related fields. The presentation must be scientific or technical as related to clinical care.
 - h. Consider one meeting for legislative update.
 - i. Have one meeting devoted to the TDHA President's visit.
 - j. Have a meeting devoted to second year SCADHA members of Austin Community College. Consult with the liaison to ACC and SCADHA Advisor at ACC as to the proper time for this meeting.
6. Shall assist the President as needed.
7. Shall preside at Board meetings and regular meetings in the absence of the President.