





- 01-651            Executive Vice President's Responsibilities            03-18-00  
The Executive Vice President (EVP) serves as a member of the Society's Executive Committee and is primarily responsible for the NSS periodical publications, research, science, exploration and special publications branches of the Society. The EVP works with the Secretary-Treasurer (S-T) to develop and manage the department's budget to ensure fiscal responsibility for the publications and committees within the EVP department. The EVP is also responsible for managing committees assigned to the EVP department by the Board of Governors. The EVP carries out other duties as may be delegated by the Board of Governors.
- 01-652            Administrative Vice President Responsibilities            03-18-00  
The Administrative Vice President of the NSS is a member of the Executive Committee. The AVP has responsibility for managing the Society's cave management, conservation, and education activities. At any one time, the AVP is overseeing the activities of committees, commissions (the National Cave Rescue Commission and the Vandalism Deterrence Reward Commission), and upcoming NSS Conventions. The AVP has responsibility for working with Federal agencies having cave management responsibilities; e.g., the U.S. Forest Service, Bureau of Land Management and the National Park Service, in matters dealing with cave management, cooperative endeavors, and cave conservation. The AVP is also responsible for oversight of the NSS' Cave Preserves and its Conservation Task Forces. The AVP works with the staffs of NSS Conventions to ensure that NSS policies are followed and that the Conventions are properly planned, managed, and financed. The AVP also works with the National Coordinator of the NCRC to coordinate NCRC and NSS activities and to provide support to the NCRC as needed. Finally, the AVP works with other members of the Executive Committee to manage the NSS, coordinate responsibilities of the NSS officers, and to prepare the annual NSS budget.
- 01-653            President Responsibilities            03-18-00  
The President of the NSS is a member of the Executive Committee. The President has responsibility for managing the Society's business; fund raising; membership retention; public outreach; liaison with government, international organizations and other organizations with goals that overlap those of the Society; and as the Society's point person for the members and for the public. The President is responsible for the agenda for and conducting the meetings of the Board of Governors and the Executive Committee. The Secretary to the Board, the Recording Secretary, and the By Laws, Logistics, Board Arrangements, (Society) Planning, and Nominating (for Director Elections) Committees are within the President's Department. The President oversees the Fund Raising and Public Relations committees of the Society. The liaison with outside organizations is handled through the Government, Show Caves, The Nature Conservancy, and Youth Group Liaison committees within the President's Department. The President is also responsible for managing any other permanent and ad hoc committees assigned to the President's department by the Board of Governors. The President also communicates to the membership through periodic columns in the NEWS. Finally, the President works with other members of the Executive Committee to manage the NSS, to coordinate responsibilities of the NSS officers, and to prepare the annual NSS budget.
- 01-699            Executive Committee Communications            04-07-01  
The Chairman of the Directorate shall be copied on communications between the entire executive committee.

## Cross References

15-020 Bonding of Treasurer  
16-067 Fund Transfers  
16-068 Charges Against Accounts  
16-083 Budget Period  
16-439 Defrayal of EC Meeting Costs  
Section 9 Executive Policies