



Position: VP Administration

Reports to: Hub President

The VP Administration position is accountable for:

- Administration & Documents
 - i. Determine and maintain, with input from others, what documents, policies and procedures are needed and where/how they are to be stored, as required. Determine what falls under HIPPA rules and provide necessary software, training, and storage.
- Internal Communications
 - i. Do general administrative duties to keep persons informed as required about internal operations. Determine what and when information needs to be distributed. This does not preclude information disseminated by other managers internally or external communications.
- Training
 - i. Determine and establish training for Board and Management. May also be involved in Guardian, Veteran, Coordinators, and Volunteer training.