

**Roles and Responsibilities**  
**Region III VPPPA**  
**Board of Directors – Director-at-Large**

Original Draft Feb 2010 rev. 2019

The purposes of the VPPPA Region III conform to those of the National VPPPA: to promote worker, industry and public health and safety through voluntary cooperation with the U.S. government in educating industry within the geographical area of the Region III Chapter, about the Occupational Safety & Health Administration (OSHA) Voluntary Protection Programs (VPP) and other voluntary governmental efforts to improve worker and environmental health and safety. The Board of Directors of the Region III VPPPA is responsible for supporting the purposes of VPPPA Region III by:

1. Organizing annual or more frequent VPP and safety and health conferences within the geographical area of Region III Chapter. Board members are responsible for all aspects of conducting a well organized and informative conference to benefit VPPPA members and potential VPP sites.
  2. Participating in conducting the National VPPPA conference to further the emphasis of safety and in the workplace.
  3. Organizing and conducting training for potential VPP sites in conjunction with Region III OSHA representatives. Board members participate with OSHA representatives in presenting material to prospective VPP sites about the application process and expectations of a site seeking VPP status.
  4. Assisting/ mentoring companies and their employees within Region III to assist with preparation for and the meeting of the stringent standards of the VPP.
  5. Assisting the National VPPPA and regulatory governmental agencies in the collection of information concerning technical protections and/or management programs from member companies to further regulatory or voluntary efforts.
  6. Pursuing any other activity or purpose, which will serve to educate or inform companies or industries about VPP or otherwise serve to further the purposes of the National VPPPA.
- The success of Region III VPPPA is dependent on the active participation of Board members and the support of their companies in meeting the following Board expectations:

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- Signature of company management indicates that company management supports the requirements listed herein. Should management change, the Board member shall notify the Chairperson and submit a newly signed commitment letter for indication of support within sixty days of management change.
  
- Board members shall attend a minimum of three (3) face-to-face Board of Directors meetings in a calendar year. We currently schedule four (4) to five (5) face-to-face meetings per year. One (1) of the scheduled meetings is the annual regional conference, one (1) is the national conference, one (1) is a face-to-face meeting with Application Workshop (fall), one (1) is held at the conference hotel for conference planning (typically one month prior to conference) and one (1) is held at the proposed following year's conference location. At our October face-to-face business meeting, the Board typically schedules the meeting dates for the following 12 month period. Face-to-face meetings entail travel within the Region III geography and one night overnight accommodation (typically two nights with Application Workshop). The costs associated with your travel and hotel stay is the responsibility of your company. Normally there is one Board sponsored dinner meeting at face-to-face meetings.
  
- The Board member shall participate in, at a minimum, five monthly teleconferences in a calendar year. The Board typically schedules a monthly 60 to 90 minute teleconference that is typically held on the second Tuesday of every month. These are not commonly scheduled in a month that we meet face to face.
  
- Attendance at the Region III VPPPA Conference is mandatory for Board members. Board members attend this conference as a facilitator and not as a participant; therefore, Board member participation in the conference will be as "time permits." Board member regional conference registration, room and tax (no incidentals) is waived since you are serving on the board. Due to the amount of work required of the Board at the conference, all Board members shall reside at the conference host hotel regardless of the hotel's proximity to their home or work location.
  
- The Board member shall support, join, participate in, and assist on Board sanctioned sub-committees. Board members will be required to participate on telephone conference(s) as directed by the sub-committee lead. Participation on at least one sub-committee is required. Additional participation may be required as the need arises from time to time for additional assistance as identified by the Board.
- Board member attendance at the National VPPPA Conference is expected. You must be aware that Board members are attending this conference as facilitators and not as participants. The Region III Board of Directors has several responsibilities at the National Conference including the First Timer's Reception, and the Region III Networking Caucus. The Board will do its best to create a working schedule at the National Conference that will allow for rotating periods of conference participation (breakout sessions, etc.); however, the primary focus shall be that of supporting the event.
  
- Region III Board Officers shall be assigned additional roles and responsibilities above and beyond those noted above. These may be requested from the Board of Director's Chairperson.

If you have any questions, please call Mike LaPradd @ 434-476-3509 or [mike.lapradd@huber.com](mailto:mike.lapradd@huber.com)