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The National Association of Medical Examiners (NAME) seeks candidates for the position of Executive Vice President (EVP). The NAME EVP has a significant long-term role in strategic planning, organization liaising, advocacy, development of funding opportunities, and leadership continuity.

### **Position Summary:**

The Executive Vice President (EVP) of the National Association of Medical Examiners (NAME) serves in a key strategic leadership role supporting the mission, priorities, and long-term objectives of the organization. The EVP works closely with the President, Executive Committee, Executive Director, and Board of Directors to advance NAME's strategic plan, represent the organization in national professional and policy arenas, develop partnerships and funding opportunities, and coordinate major organizational initiatives.

The EVP will provide continuity for leadership across successive administrations and support alignment among NAME's strategic priorities, committee activities, and external collaborations. The EVP will also assist NAME leadership in protecting the integrity, independence, and scientific foundations of forensic pathology by monitoring legislative, regulatory, and policy developments alongside the Government and Legal Affairs Committee. The EVP will coordinate timely communication and collaboration when proposed actions may affect medicolegal death investigation systems or the work of forensic pathologists.

## **Job Description**

### **Minimum Qualifications:**

- Preference for a Board-certified forensic pathologist with a minimum of five years medical examiner or coroner work experience and knowledge of education and research issues in the discipline, or
- Administrator, executive, or professional advocate with leadership experience in a national pathology, forensic science, or related professional organization

### **Preferred Qualifications and skills:**

- Extensive leadership experience as a board-certified forensic pathologist, or executive/administrative leadership experience within a national professional organization or nonprofit governance structure, with strong knowledge of forensic pathology and medicolegal death investigation
- Experience with government relations, advocacy, or policy development
- Demonstrated grant writing and grant management experience
- Strong communication, public speaking, project management skills, and ability to multitask
- Ability to work effectively with diverse stakeholders at a national level
- Familiarity with legal, legislative, or regulatory challenges affecting forensic pathology and medicolegal death investigation
- Ability to promote the positions and goals of NAME without personal bias or interests
- Ability to travel as needed
- Ability to work under short deadlines with quick turn-around times on projects



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## **Reporting Relationship:**

- Reports to the President and the Executive Committee
- Works closely with the Executive Committee and the Executive Director
- Serves as a strategic liaison among NAME leadership, committees, and external partners

## **Duties, Functions, and Responsibilities:**

### Strategic Leadership

- Assist the President and Executive Committee in advancing the NAME Strategic Plan and organizational priorities
- Monitor strategic initiatives, hold committees accountable for progress, and help coordinate implementation across the organization
- Identify emerging issues, risks, and opportunities affecting forensic pathology and medicolegal death investigation and advise NAME leadership accordingly

### Advocacy and External Relations

- Monitor and advise on legislative, regulatory, and policy developments that may affect forensic pathology, medicolegal death investigation systems, or the practice of forensic pathologists
- Develop and maintain collaborative relationships with professional organizations, governmental agencies, and stakeholder groups whose work intersects with forensic pathology and medicolegal death investigation

### Programs, Grants, and Special Initiatives

- Identify and pursue grant and funding opportunities aligned with organizational priorities
- Develop and manage special projects, programs, and initiatives authorized by NAME leadership
- Monitor compliance with contracts, grants, and program requirements

### Organizational Coordination

- Actively review email and other inquiries sent to the President or NAME, ensuring timely attention and response
- Under the direction of the President, coordinate responses, draft documents and letters, and provide general NAME-related factual and educational information to stakeholders, the public, and other organizations
- Support communication and coordination among NAME committees and leadership

### Organizational Participation

Participate in leadership activities including:

- Executive Committee meetings
- Board of Directors meetings
- Strategic Planning Committee
- Government and Legal Affairs Committee
- Annual Business Meeting
- Other meetings as requested by the President or Executive Committee



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- Serve as a representative and advocate for NAME to other professional societies (e.g., CAP, AMA), Federal agencies (e.g., CDC, NIJ, FDA) and in regulatory, legislative, and judicial policy arenas.
  - Occasional travel to represent NAME and serve as a spokesperson, advocate and expert at meetings, conferences, or hearings when deemed necessary by the President or Executive Committee
  - Perform other duties as necessary or assigned

**Expected Time Commitment:**

- Negotiable, but at the minimum an average of 12 hours per week

**Compensation:**

- Negotiable

**Expenses paid by NAME:**

- Economy class travel, lodging, meals and incidental expenses to attend the NAME annual meeting and other meetings as needed. Travel must be pre-approved by the NAME President and Executive Committee.

**Performance Metrics:**

The Executive Vice President's performance will be evaluated based on a set of agreed-upon metrics, which may include strategic planning and execution, operational efficiency, partnership and collaboration, brand and reputation, and diversity, equity, and inclusion. Performance will be evaluated annually by the Executive Committee based on agreed-upon goals and organizational priorities.

Goals will be provided to the EVP by the President and/or Executive Committee by January 1 of each year and the annual evaluation will occur mid-year. The performance of the EVP will be evaluated based on a set of agreed-upon metrics. The President and/or Executive Committee will work closely with the EVP to establish clear expectations and goals, monitor progress, and provide feedback on performance. The performance evaluation process will be transparent, fair, and consistent with the organization's values and strategic priorities.

The EVP shall hold the position for a period of three (3) years. At the end of the term, the Executive Committee will vote to either extend an additional three-year term to the current EVP or conduct a search for candidates, which may include the current EVP. There will be no limitations to the number of terms an EVP can serve.



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EVP may be terminated by the Executive Committee with or without cause.

- If terminated without cause, the EVP shall receive ninety (90) days' notice or salary in lieu of notice.
- The EVP may be terminated immediately for cause, without notice or salary in lieu of notice. Termination for cause may include but is not limited to violation of NAME policies, failure to perform the duties of the position, unethical conduct, or other actions detrimental to the organization.
- Any decision to terminate for cause will be made by the Executive Committee, in consultation with legal counsel if necessary.

**To Apply:**

To apply, submit a letter of interest outlining qualifications, strengths, and vision, along with a curriculum vitae to Executive Director Dee McNally at [name@thename.org](mailto:name@thename.org). The Executive Committee will review applications, conduct interviews, and select the EVP. The deadline for applications is May 10, 2026.

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