

**VICE PRESIDENT:**

Elected by the membership for a term of (1) year and serves until successor has been duly elected and installed: Charter Article V: Section 1-2. Election Procedures: By-laws, Article VIII.

**CHARTER AND BY-LAWS ENABLING BASIS:**

Charter, Article VI: Section 1 (Member of Executive Board, voting privilege)

By-laws, Article V: Section 4 (Duties)

**DUTIES AND RESPONSIBILITIES:** (from By-laws and Charter)

- Serve in absence of the President
- Voting member of Executive Board
- Responsible for coordinating District and Committee functions on a state wide basis
- Acts as liaison with the Interest Section Chairpersons
- Serve as active member of the Personnel Committee

**OTHER DUTIES:**

- ◇ Work with any provision branch/sections to develop bylaws and prepare for first election of branch/section officers.
- ◇ Conduct annual orientation and training of Executive Board members at the President's Assembly
- ◇ Attend all board meetings
- ◇ Submit news or articles to Association magazine
- ◇ Submit goals and objectives for the year by the President's Assembly
- ◇ Prepare annual budget by the President's Assembly
- ◇ Review entire Board Manual for thorough understanding of Association goals and procedures
- ◇ Submit an annual report to President prior to annual meeting
- ◇ Act as liaison with committees as assigned by the President, by providing oversight, assistance and direction.