

VICE PRESIDENT

The Vice President serves as assistant to the President. In the absence of the President the Vice President performs all the duties of the President.

Procedures

- In the event of the absence or inability of the President to exercise his or her office, the Vice President becomes the Acting President of the organization with all the rights, privileges and powers as if he or she had been the duly elected President.
- Authorized to co-sign checks or drafts of the organization.
- Is versed in the duties of the President, familiar with the bylaws, parliamentary law and the policies and procedures of the organization.
- Works with all committees and officers as needed.
- Serves as liaison with other organizations, National, State, and local.
- Provides copies of policies and procedures to each new officer and committee chair at the March combined Board of Directors meeting.
- Assists the Parliamentarian with the biennial review of the bylaws and policies and procedures. Performs any duties and functions as requested by the President. Provides the President with an annual report and recommendations.