

DUTIES OF THE OFFICE OF 1ST VICE PRESIDENT

JUNE: (when you are 2nd Vice) along with all other 2nd vice duties

Attend State Convention, announce Counseling and Nominating Committees

Do reports at Board Meeting

After convention. Take a breath, Relax and look through predecessor manual.

JULY:

Attend Budget Meeting

Attend IC Convention if possible (so you know what to do next year)

Attend ESA Day at Camp Riley

Write articles for September LAMP due August 1st – Nominations report, membership report, Camp Riley Day Report

Return oldest Successor File to previous officer. Send letter or call to see if they want it back (keep last seven years)

Print Reports

AUGUST:

Attend August Board Meeting and give nominations/bids, membership, and Camp Riley Day reports.

Prepare nominations and bid forms for chapter packets with cover letter at leadership/membership seminar and/or fall conference.

Prepare Survey form for interest in elected or appointed offices and committees. Put in packets or at tables at leadership/membership seminar and or fall conference

Prepare leadership/membership seminar workshop booklets

Print Reports

SEPTEMBER:

Send mailing to chapter membership directors offering assistance, announcing membership goals and membership campaign promotions from Headquarters.

Nomination forms for State Offices and Bids for State meetings should be prepared and placed in the Chapter Packets at Fall Conference.

Attend Leadership/Fall Conference

Register and make travel arrangements for State Presidents Training in February (Are any IC Appointments or officers also attending?)

Begin preparations for Installation at State Convention (It's not too soon)

Print Reports

OCTOBER:

Write article for December LAMP due November 1st: Nominations/bids report and membership report

Attend MARC Conference, if possible (You are the representative next year)

Print Reports

NOVEMBER:

Send out reminder that Nominations/Bids are due no later than December 31st.

Print Reports

DECEMBER:

Attend the State Board Christmas Party (optional, but you will host next year). Remind officers that nomination forms are due January 1st.

Receive Nominations and Bids.

Print Reports

JANUARY:

Verify State and International dues have been paid

Review Survey forms. Fill appointments on board. Give extra names to the next State President.

Write articles for March LAMP (due February 1st) – membership report, nominations and bids are given to the LAMP edition after approval at February board meeting.

Send letter to board members asking for money to purchase state board gift to president at end of the year usually \$7 each. Can start this discretely at Christmas party

Have State Treasurer order full crown pin for outgoing president and gavel for incoming president

Begin preparing for IC Leadership. You will be getting emails with papers to fill out to take with you

Print reports

FEBRUARY:

Attend February board meeting and give reports: membership, nominations/bids, installation, LAMP bids

Inform candidates and chapters of their acceptance after board meeting

Attend State Presidents Training in Colorado – have everything ready before you go

Print Reports

MARCH:

Prepare voting ballots for State Convention

Give ballots to State Treasurer at Spring Conference. Any extra ballots must be marked “sample” or “void”

Attend Spring Conference and give membership, nominations/bid reports

Write article for May Lamp due April 1st with membership report

Print Reports

APRIL:

If applicable, contact candidates and let them know of candidates fair plans

Begin making any changes in the Procedural Manual for the Parliamentarian

Begin making your successor file (much easier if you do this year long as you go)

Begin preparations for installations. Ask someone special to raise your gavel at the 3rd General Assembly. Contact your Honor Guard with any special requests

Print reports

MAY:

Contact President to see if you can help with anything. This will be a busy month. Any assistance will be appreciated especially towards early June.

Prepare as much of the yearbook as possible. You can include new officer information, future dates and places held (if no competition), by-laws (if no changes are being proposed), and if there is not international competition you can include that. There usually is on the International Council level. If only the Indiana Officers and dates are available, hand out at the 3rd General Assembly

Begin to prepare your acceptance speech.

Begin to prepare your thank you speech for after installation

Print reports

JUNE:

Print reports

Attend State Convention, Do reports at Board Meeting

Give membership report and awards

Introduce candidates and chapters submitting bids for state meetings

Present slate of officers during First General Assembly

Count ballots with tellers during Awards Luncheon (If no chapter member is on ballot)

Be installed as President if you can make it that far

Introduce your guests at Installation

Give the IC Rep everything you got at State Presidents Training that you must give to them

Prepare the totals for state and chapter growth. Include in reports

You will need to give reports on membership/bids, installation, at IC at the Friday board meeting

Friday evening you will need to introduce the executive candidates

Membership report will include greatest increase in membership on a percentage basis for Community Chapters, membership director of the Community Chapter with the most pledges and Membership Director of the Collegiate Chapter with the most new pledges.

Your acceptance speech will be given Sunday morning during the 3rd general assembly.

Revised June 2017