

# 2nd Vice President

The 2<sup>nd</sup> Vice President is required to:

- Be an active aid to the President and 1<sup>st</sup> Vice President
- In the absence or inability of the President or 1<sup>st</sup> Vice President to perform her duties, the 2<sup>nd</sup> Vice President shall perform the duties of the President or 1<sup>st</sup> Vice President.
- The 2<sup>nd</sup> Vice President shall serve as chairman of the Awards Committee
- The 2<sup>nd</sup> Vice President shall serve as chairman for the Annual May Luncheon. This process includes but is not limited to:
  1. Finding a location
  2. Setting up a cost
  3. Find/Assign committee chairs for:
    - Decorations / Flowers
    - Reservations
    - 50/50 Raffle (if deemed necessary)
    - Flyers/Program
    - Proclamations
  4. Working with Education Committee for part of the presentation
  5. Prepare the speech for the program
  6. Submitting final report to Board.