

First Vice-President and Public Relations

The First Vice-President is required to:

- ❖ Be an active aid to the President
- ❖ Acquaint herself with the affairs of the Association and prepare for her term as President
- ❖ In the event of the absence or inability of the President to perform her duties, the First Vice-President shall perform the duties of the President
- ❖ The First Vice-President shall serve as chairman of the Finance and Public Relations Committees and perform other duties as pertain to this office

As the Public Relations Chair, the First Vice-President is to:

- ❖ Notify local newspaper publications of various awards given to the members
- ❖ Have announcements regarding the larger events such as May Luncheon and Casino Night published in the local newspaper
- ❖ Keep a file of published articles regarding the Association accomplishments or accomplishments of individual members

A key event that the First Vice-President chairs is our Annual Casino Night which is one of our main fundraising events each year. This process includes:

- ❖ Finding a location
- ❖ Setting up a cost
- ❖ Ordering and distributing Grand Prize Chance Drawing tickets to the member to sell
- ❖ Find committee chairs for such items as:
 - Decorations
 - Silent Auction
 - Bingo
 - Table Sponsors
 - Chance Drawing prizes (these are the prizes that are given out for tickets that we earned through winnings at the casino tables)
 - Reservations
- ❖ Creating and distributing a flier