

VICE PRESIDENT

The duties and responsibilities of the Vice President are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee.
2. Officiate in the absence of the President or President-Elect at Chapter meetings, Chapter Board of Directors' meetings, and Executive Committee meetings.
3. Carry out any duties specified and/or requested by the Chapter Board of Directors and/or the President. This may include serving as an "ex-officio" member of Chapter Committees or Chair of ad hoc committees.
4. Develop policies for the PPTA Policy and Procedure Manual for any newly formed standing committee or any ad hoc committees.
5. Serve as the Board liaison to the Conference and Continuing Education Committee (CCEC). As such, coordinate all educational programs sponsored by the Chapter in consultation with the Conference and Continuing Education Committee and others as indicated.
6. Succeed to the Presidency for the unexpired portion of the term of the President in the event that a vacancy should occur and there is no President-Elect in office.
7. Appoint all Committee members with input from District Directors and Committee Chairs. Obtain approval of these appointments from the Board of Directors. Review Committee Chair job descriptions and Committee policies in the PPTA Policy and Procedure Manual annually. All such changes are subject to the approval of the Chapter Board of Directors.
8. Prior to the end of the term of office, review and revise this section of the PPTA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Chapter Board of Directors.
9. Keep the membership informed of Chapter/Association activities via a minimum of two newsletter articles annually.
10. Submit an annual budget for his/her office by the Fall meeting as part of the Chapter's budgeting process and in the format required by the Treasurer.
11. Make a report in writing at each meeting of the Board of Directors.
12. Review charges to each committee with the appropriate committee chair.
13. Orient the successor to the contents of the Vice President's files and to the duties of the office.

14. Conduct orientation to Chapter policies and procedures for all new Board members and committee chairs.
15. Assist the Secretary and the Executive Director in review of the PPTA Policy and Procedure Manual after each Board of Directors meeting.
16. As an Executive Committee member, support any legal action of the Chapter deemed appropriate by the President.
17. Respond to any and all charges from the Board of Directors.
20. Serve as the liaison to the Federal Government Affairs liaison.
21. Annually review the Vice President section of the PPTA Policy and Procedure Manual. Provide changes to Secretary by June 30th of every year.