

## **FIRST VICE PRESIDENT**

### **I. STATEMENT:**

The First Vice Presidents, in the order of the office, shall perform the duties of the President in his/her absence and any other duties assigned. The First Vice President is an elected officer and a member of the Executive Board, the Executive Committee and Bulletin Committee. She shall assume the duties of the President in the event of his/her resignation.

### **II. DUTIES:**

- A. To attend all meetings of the General Membership, Executive Board, Executive Committee and other meetings if requested.
- B. To be familiar with WSLC Bylaws, General Membership Standing Rules and Board of Directors Standing Rules.
- C. To act as the chairman of the Bulletin Committee, which includes the Bulletin Editor and the Assistant Editor? These are appointed by the President approved by the Board of Directors.
- D. To be a liaison between the Board of Directors and the Bulletin Committee, in the absence of the Bulletin Editor.
- E. To be an advisor to the Policy Committee and the Public Relations Committee.
- F. To deliver a file of any materials pertinent to this office to the Policy Chair.

### **III. PROCEDURES:**

- A. Monitor the expenditures of the Bulletin Committee.
- B. Meet with the Bulletin Editor and Assistant Editor to discuss the following:
  1. Budget for the bulletin.
  2. Publisher (printer).
  3. Respective duties of the Bulletin Committee (editing, typing, proof-reading, pick up and delivery).
  4. Coordinate the distribution and addressing procedures with the Corresponding Secretary.
- C. Meet with the Bulletin Committee consisting of the Editor, Assistant Editor, and clarity Reporters:
  1. The format for their reports.
  2. Deadline dates and times for the delivery of their reports.
- D. Supervise the printing and the distribution of the bulletin according to the following procedures:
  1. Print bulletins and have copies of past bulletins available at each meeting.
  2. Place the bulletins by the door prior to each meeting on a weekly basis while the legislature is in session.
  3. Distribution of the bulletin to the members of the State Legislature, the Governor and Lieutenant Governor by e-mail.

**IV. Biennial Report:**

A report of the work of the first Vice- President shall be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and remaining three (3) copies to be distributed to the President, Recording Secretary and Historian.

**FOR REFERENCE:**

A complete set of the job descriptions is contained in the Executive Handbook which are in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013

Adopted March 19, 2014

