

SECOND VICE PRESIDENT

I. STATEMENT:

The Vice Presidents, in the order of their office, shall perform the duties of the President in her absence from the chair and shall perform any other duties assigned to them.

The Second Vice President is a representative from the Affiliate Councils and serves on a rotating basis (Utah, and Weber) and is a member of the Executive Board.

Article IV Section 2. (b) order of their office.

II. DUTIES:

- A. To attend all meetings of the Council, the Executive Board, the 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 chair of the Auditing Committee.
- D. To act as chair of the Elections Committee.
- E. To deliver a file containing all materials pertaining to the work of this office including this job description, to the Policy Chair.

III. PROCEDURES:

- A. As chair of the Auditing Committee:
 - 1. Serve on the Auditing Committee with the two persons appointed by the President.
 - 2. Supervise the audit at least once a year or a periodic audit of the books as requested by the President, with a final audit by March of the second biennial year.
 - 3. Be prepared to present the annual Auditor's report orally at the biennial business meeting. File the written Auditor's report three (3) copies with the Recording Secretary annually, one (1) copy to be retained with the books.
- B. As chair of the Elections Committee, composed of the Nominating Committee and the Membership and Credentials Committee:
 - 1. Supervise the printing and distributing of the ballots at the General Membership Meeting one week before the biennial business meeting.
 - 2. Supervise the actual election process during the regular General Membership Meeting of the week preceding the biennial meeting.
 - a. Arrange for the ballot box and the other necessary equipment.
 - b. Announce the time and place for the opening and closing of the polls.
 - c. Post the nominees' names on a poster and on a blackboard in front of the room and at the polling place.
 - 3. Supervise the counting of the votes and inform the President of the results of the elections.

IV. BIENNIAL REPORT:

A report of the work of the second vice president to 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, the remaining three (3) to submitted to the President, Recording Secretary and Historian...

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbooks 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

March 19, 2014