



Chapter President-Elect/Vice President Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Assume the duties of the president in her absence if she is temporarily unable to perform the duties of her office or if she turns the gavel over in a meeting.
- Serve as the chair of the chapter program committee.
 - Plan programs, activities and events for the chapter.
 - Compile the information for the chapter yearbook.
 - Submit the chapter's entry for the Distinguished Program Recognition.
- Schedule regular one-on-one meetings with the chapter president.
- Use past chapter presidents and leaders at all levels as resources.
- Participate in chapter ceremonies, as requested.
- Serve on the state, provincial or national (S/P/N) council of chapter presidents (CCP) and represent the chapter at S/P/N, regional and International conferences, conventions and meetings.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.