



VICE PRESIDENT

ELECTION:

Elected by the Chapter membership at the Annual Meeting in uneven years for a three-year term.

MEMBER OF:

Executive Committee, Board of Directors

DUTIES AND RESPONSIBILITIES:

- A. Assume duties of President in his/her absence.
- B. Assist the President in the discharge of his/her duties.
- C. Attend Executive Committee, Board of Directors, and membership meetings
- D. Call meeting with one other member of the Executive Committee provided at least five (5) days notice is given to all members.
- E. Submit a report for each BOD meeting and an annual report to the Chapter.
- F. Prepare an annual budget.
- G. Assist in Strategic Planning process and update assigned tasks through the year.
- H. Confer with successor regarding outline of routine duties and transfer files.

- I. May have other responsibilities as defined by the Chapter Executive Committee.
- J. Maintain and update P&PM. The Vice-President shall incorporate into policy statements all motions intended to be effective more than three months.
- K. Insure that proposed by-law changes are submitted to APTA for approval.
- L. In conjunction with President or Treasurer, authorized to negotiate and/or obligate TPTA to loans or other financial arrangements in accordance with budget restraints, strategic planning or other BOD
- M. Awards
 - 1. Serve as the Executive Committee Liaison to the Awards Committee
 - 2. Present or designate the Awards Committee Chair to present awards at the Fall Chapter meeting for the following:
 - a. Outgoing Executive Committee members
 - b. Outgoing BOD member
 - 3. Budget for all awards presented at the Annual Chapter meeting and for travel expenses of the award recipients.
 - 4. Coordinate selection and acquisition of all awards with the Chapter Executive Director.
 - 5. Maintain records as to the history of all award recipients
- N. Liaison to Awards and District Chairs