

**1<sup>ST</sup> VICE PRESIDENT**  
***Winter Conference Chair***

The first VP assists the president in carrying out the mission of the association. The second vice-president is an elected office with a 1-year term; typically, this is the 2<sup>nd</sup> year of a 5-year commitment.

**Ongoing responsibilities:**

Attend all Board of Directors, Executive Committee, and 2-day conference meetings.

**Monthly responsibilities:**

**February**

Run the Winter conference. Solicit help from the Executive Council and the Board of Directors as needed.

**May**

Send a second letter to vendors if necessary.

**July/September**

Set up diagram of tables for vendor area and notify vendors of their tables, set up times, and times of the conference.

**October**

Be there on Wednesday afternoon to be in charge of signing in vendors and answering any problems that arise with their setup.

Write a report for the January meeting.