

SECOND VICE PRESIDENT:
Winter Conference Chair

The second vice-president 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 1st year of a 5-year commitment. The second vice-president maintains communication with the first vice-president in order to prepare for next year's office.

Ongoing responsibilities:

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

Monthly responsibilities:

January

Finalize room usage, AV usage, and meal services for Winter Conference.

February

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

March/December

Help in the planning of the 2-day conference in October. Assist 3rd VP in planning NJEA and Winter conferences.