

## PROGRAM VP'S DUTIES EXCERPTED FROM THE BYLAWS

NOTE: The passages quoted in red below pertain to the duties as specified by the bylaws. The passages quoted in blue below pertain to the duties as specified by past practice in our branch. See the complete BYLAWS on the Branch Officer page.

### **Program Vice-President's Duties in Article IX & X**

**ARTICLE IX. OFFICERS. Section 2.** The elected officers shall be a President, or official representative, Vice Presidents for Program and Membership, Secretary and Treasurer or Secretary/ Treasurer

**ARTICLE X. DUTIES OF OFFICERS. Section 4.** The Vice Presidents shall perform such duties as the President and Board shall direct. [The Program VP meets with a Program Committee to develop themes/programs for the year and assists the President and Membership VP in sending postcards and general meeting invitations to a list of members and friends in collaboration with the Website manager who sends electronic invites as delegated. The Program VP invites guest speakers and corresponds by email or phone to encourage attendance at events. The Program VP assists the President in welcoming people at meetings, passing out name tags, etc., and presides over meetings when the President is absent].

**ARTICLE X. DUTIES OF OFFICERS. Section 2.** All officers shall submit an annual written report to the president.

### **Additional Program Vice-President's Duties in Articles IX, and XIII-XVII**

#### **ARTICLE IX. OFFICERS.**

**Section 1.** There shall be officers or co-officers to fulfill the functions of Administration, Program, [Program VP in coordination with the President initiates Programs and Public Policy events for each year], Membership, Public Policy, Finance, Educational Foundation, and Communications.

**Section 2.** The elected officers shall be a President, or official representative, Vice Presidents for Program and Membership, Secretary and Treasurer or Secretary/ Treasurer.

**Section 4.** Officers shall serve for a term of two (2) year or until their successors have been elected or appointed and assume office. The term of each officer shall begin on July 1.

**Section 5.** Elected officers shall be eligible to serve for two (2) consecutive terms in the same office. They may be nominated to serve more than 2 terms by a consent vote of the Board of Directors.

**ARTICLE XIII. ROTATION OF OFFICERS. Section 1.** The President, Vice President (s) for Program, and Secretary shall be elected in even numbered years.

#### **ARTICLE XIV. BOARD OF DIRECTORS [Program VP attends all meetings]**

**Section 3.** Meetings of the board shall be held at least six (6) times per year. Special meetings may be called by the president and shall be called upon the request of three (3) members of the board. Notice of a special meeting shall be sent to the membership at least 15 days before the meeting.

**ARTICLE XV. EXECUTIVE COMMITTEE. Section 3.** Meetings of the executive committee shall be held on the call of the president or by written request of three of its members. [Program VP attends all meetings]

#### **ARTICLE XVI. MEETINGS [Program VP attends all meetings]**

**Section 1.** There shall be at least four (4) general membership meetings each year.

**Section 2.** The general membership meeting held in May [has been held in June] shall be designated the annual meeting, the exact date, time and place to be determined by the board.

**Section 3.** The annual meeting shall be to conduct business including but not limited to hearing officers' reports, reviewing the budget and the financial report, electing officers, establishing dues, amending bylaws, and giving directions to the board. [Program VP gives report.]

#### **ARTICLE XVII. COMMITTEES**

**Section 1.** Standing committees shall be in such areas as: Program, Membership, Public Policy, Awards, Finance, Foundation, Scholarship, Bylaws, and Communications [Program VP meets with the President and a committee to initiate programs.]