



## STANDARDS FOR AND DUTIES OF THE AZPTA FIRST VICE PRESIDENT

The AzPTA First Vice President shall:

1. Preside at meetings in the absence of the President or at the President's request.
2. Assist the President in the discharge of duties.
3. Attend Committee meetings and/or act as ex-officio member as requested by the President.
4. Assist the President in planning and conducting leadership workshops.
5. Direct and monitor activities of the Program Committee.
6. Act as liaison to any other standing committees or task forces as assigned by the President.
7. Attend at least 75% of the scheduled Executive Board meetings
8. Attend at least 50% of the scheduled Membership Business meetings annually.
9. Attend the annual Leadership Development Workshop.
10. Prepare reports as required.
11. Coordinate the Executive Director evaluation annually.
12. Be a member of the Executive Committee.
13. Submit reimbursement requests to the Treasurer within 45 days of the expenditure.
14. Attend at least two District meetings annually.
15. Submit written reports if unable to attend Membership Business meetings and a year-end report by November 25 annually.
16. Publish reports in APTAN at least twice annually.
17. Communicate with Program Chairpersons as frequently as needed.
18. Attend the Program Committee meetings as needed.
19. Be responsible for preparing and monitoring budgets for all programming.
20. Be responsible for selecting locations for all AzPTA-sponsored programs.
21. Be responsible for the focus, and assist with designing the format, of AzPTA-sponsored programs.
22. Identify Chairpersons for each event and oversee coordination of event.

*Approved October 1993*  
*Revised January 1994*  
*Revised May 1996*  
*Revised September 2005*  
*Revised April 2010*