



STANDARDS FOR AND DUTIES OF THE AZPTA SECOND VICE PRESIDENT

The Second Vice President of the AzPTA shall:

1. Preside at meetings in the absence of the President and First Vice President.
2. Develop, revise, and implement administrative procedures for the efficient operation of Chapter business.
3. Direct and monitor the activities of Committees as assigned by the President.
4. Establish a partnership with their liaison committee chairperson.
 - A. Work with the Publications Committee on the production of the Chapter newsletter APTAN and the Membership Directory.
 - B. Work with the Public Relations Committee in developing and implementing each year's public relations program.
5. Work, upon request of the First Vice President, with the Program Committee as exhibitor liaison at State meetings.
6. Act as an ex-officio member of task forces as assigned by the President.
7. Submit timely reports to the Executive Board as requested.
8. Submit requests for reimbursement to the Treasurer within 45 days of the expenditure.
9. Attend at least 75% of the scheduled Executive Board meetings.
10. Attend at least 50% of the scheduled Membership Business meetings annually.
11. Attend at least two District meetings annually.
12. Attend the annual Leadership Development Workshop.
13. Submit written reports if unable to attend Membership Business Meetings.
14. Submit a year-end report by November 25 annually.
15. Publish reports in APTAN at least twice annually.

*Approved October 1983
Revised January 1994
Revised May 1996
Revised September 2005
Revised April 2010*