

## ARTICLE VII - THE VICE PRESIDENT

### Section 1: Primary Function

The Vice-President shall assist in all matters relating to the function of the President to prepare for assuming that position the following year.

### Section 2: Duties

- a. To preside at the official meetings of the Association if the President is absent.
- b. To study thoroughly and continuously the program and operations of the Association in preparation for assuming the office of the President.
- c. To assist the Treasurer in overseeing the Association's fiscal operations.
- d. Be designated Conference Chairperson and perform all duties pertinent to the conference.
- e. Be in charge of:
  1. Procuring candidates for the Association offices to be presented to the Board, and reporting a timeline for nominations at the first Board meeting of the calendar year for approval. Every effort shall be made to procure candidates representing the various regions of the state.
  2. Serve as a member of the ESPAW Executive Committee.
  3. Performing any other duties delegated by the President or the Board.
- f. To serve as a member of the AWSP Board.
- g. To represent the Association at the annual meetings of the component AWSP organizations as directed by the President.
- h. To attend the Annual NAESP Convention and Annual NAESP Leaders Conference.
- i. To attend the official meetings of NAESP Zone IX.
- j. To serve as member of the Association Executive Committee.
- k. To act for the President when he/she is unable to perform the duties of the office.
- l. To assume any other duties delegated by the President or Board of Directors.