

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 2  
EXECUTIVE VICE PRESIDENT**

The basic duties for the Executive Vice President are set forth in **Article I, Section 3 of the Constitution and Bylaws.**

**I. Specific Duties**

- A. Shall serve as President in the absence of the President.
- B. Serve as Membership officer of the Federation and prepare membership plans to be implemented in conjunction with the District Vice Presidents (DVPs). Subject plans should include monetary incentives and awards subject to Budget Constraints.
- C. Plan, schedule and implement Training Seminars in coordination with (DVPs) and subject to approval of the Executive Board, including:
  - 1. Contracts or commitments for facilities to insure space availability.
  - 2. Develop detailed plans, lesson outlines and personnel staffing for seminars.
  - 3. Notify selected presenters for Seminars, in writing, in sufficient time to allow for presenter preparation.
- D. Attend the California State Convention and all Executive Board meetings.
- E. Attend the National Convention as Alternate Delegate-At-Large in ~~in~~ accordance with **Article V, Section 2, f of the California State Federation Bylaws** and **Article VI, Section 2, b of the National Bylaws.**
- F. Attend National Legislative Conference scheduled upon approval by the Federation President.
- G. If a candidate for President, Executive Vice President may make tentative Standing Committee appointments and make a tentative Budget for the ensuing year and a tentative agenda for the last half of the post convention Executive Board meeting.
- H. Co-sign Federation checks, except their own.
- J. Provide general guidance and assistance for district meeting.
- K. Vigorously and diligently pursue an effort to form new chapters, reactivate dormant chapters, and induce non-member chapters to join the Federation.

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 2  
EXECUTIVE VICE PRESIDENT**

- L. Perform all duties required by the Federation Constitution and Bylaws, Executive Board Policies and Guidelines and other duties as assigned.
- M. Turn over to successor, all books, materials and equipment assigned.