



FIRST VICE PRESIDENT

ABA Job Description

BASIC FUNCTION

The First Vice President presides and performs the duties of the President in his/her absence and assists the President as requested. The First Vice President is a member of the Budget Committee and administers the Friends of ABA Fund.

FIRST VICE PRESIDENT QUALIFICATIONS

1. General leadership ability/experience and organizational skills.
2. Be familiar with ABA policies and background
3. Become acquainted with bylaws and duties of all ABA positions
4. Ability to administer the Friends of ABA Fund
5. Ability to access the internet and basic skills in the use of email.

CURRENT PROCEDURES

1. In absence of the President, presides and performs duties of the President
2. Study carefully the Job Description and Current Procedures of the President
3. Upon death, resignation, or removal of President, will assume presidency.
4. Attend all meetings of the Executive Board and General Membership Meetings.
5. Serves as a member of the Budget Committee
6. Develops a list of appointees to positions that need to be filled and contacts people to confirm their acceptance. (See list below) Appointees need to be approved by the Executive Board at your first meeting of the board and are generally announced at the banquet after you are installed as President.
7. If requested, works with the President to help with the arrangement of seating at the meetings and meals at convention.
8. Prepare agenda for your first Executive Board meeting as President. Prepare lists of appointees and make an address list of officers, appointees and committee chairs.
9. The First Vice President shall have the honor of officially recognizing the Corporation's Past Presidents at a gathering of members at the annual convention. No gifts necessary.
10. The First Vice President shall administer the Friends of ABA program. He/she will acknowledge all contributions made to this program. He/she will give an overview of the year's activity at the annual convention. A sample of notes, if you would like to use them, is attached at the end
11. He/she will update yearly the recognition list of Major Donors from 2010 onward. The list will be printed as an 8.5"x11" document and inserted in each registration package for those attending annual Conventions as an ABA Friends of ABA expense. This list will also be published yearly in the July-August issue of the Bell Tower.
12. Help the President, as able and requested, to coordinate events for the coming year's convention (that you will be installed as President).



Presidential Appointments

The First Vice President will make the following Presidential appointments as prescribed in the bylaws:

1. Legal Advisor
2. Parliamentarian
3. Tax Consultant
4. Audit Committee Chair (who will select, with your approval at least two other members)
5. *The Bell Tower* Committee members (the committee selects a member to be the chair)
See Article XII – Committees; Section 5. The Bell Tower Committee
6. Bylaws Committee members – 3 (the committee selects a member to be the chair)
7. Convention Committee members (the committee selects a member to be the chair)
See Article XII – Committees; Section 8. Convention Committee
8. Nominating Committee members – 3 (the committee selects a member to be the chair)

Other appointments, not prescribed by the bylaws, to be made **may** include (but not limited to):

9. Auction Coordinator
10. Assistant Treasurer
11. BEHOLD Coordinator
12. Chaplain
13. Chapters Coordinator
14. Historian
15. Hotel Coordinator
16. Job Description Coordinator
17. Outreach Committee members - 3 (the committee selects a member to be the chair)
18. Social Media Coordinator
19. Special Services Coordinator
20. Town Crier
21. Website Coordinator
22. Welcome Letter Writers – as many as you want (the committee selects a member to be the chair)

Positions not generally appointed by the President

1. Membership Coordinator – selected by *The Bell Tower* Committee with Executive Board approval
2. The Bell Tower Editor - selected by *The Bell Tower* Committee with Executive Board approval
3. (City and/or Year) Convention Coordinator – generally selected by Convention Committee with Executive Board approval
4. Past President on the Board - selected by the Past Presidents – does not need other approval

Special Committees are made for a specific purpose by the President and the Executive Board. The committee continues intact until the appointed task is completed or is disbanded by the Executive Board and may continue through many administrations.

Sample Note for Contribution to Friends of ABA

Dear _____,

Thank you for your generous donation to The Friends of ABA. Your donation will help The American Bell Association to continue providing members with an organization of friendship and bell information.

We will acknowledge your contribution by including your name in the list of Friends of ABA that will be published in an issue of The Bell Tower.

Again, many thanks.

Bellfully,

Name
1st Vice-President

Sample Note for donation when person wishes to remain anonymous

Dear _____,

Thank you for your generous donation to the Friends of ABA. Your donation will help The American Bell Association to continue providing members with an organization of friendship and bell information.

We will honor your request to remain anonymous and will acknowledge your contribution by including 'Anonymous' in the list of Friends of ABA that will be published in issue of The Bell Tower.

Again, many thanks.

Bellfully,

Name
1st Vice-President

Name

Note for person donating in deceased Person's memory

Dear _____,

Thank you for your donation to the Friends of ABA in memory of _____. Your donation will help The American Bell Association to continue providing members with an organization of friendship and bell information.

We will acknowledge your contribution by including your name in the list of Friends of ABA that will be published in an issue of The Bell Tower. I will also send a letter to (deceased person's family), informing them of your thoughtful gesture.

Again, many thanks.

Ringling a bell in memory,

Name
1st Vice-President

Sample Note to family of an in-memory donation

Dear _____,

The following people have made donations to the Friends of ABA noting that their donation was in memory of #####. Their donations will help The American Bell Association to continue providing members with an organization of friendship and bell information. I know this was important to #####.

We will acknowledge their contribution in ##### 's memory by including their name in the list of Friends of ABA that will be published in an issue of The Bell Tower.

#####

Ringling a bell in memory,

Name
1st Vice-President



Sample Note for donation in honor of Living person

Dear _____,

Thank you for your generous donation to the Friends of ABA in honor of _____. Your donation will help The American Bell Association to continue providing members with an organization of friendship and bell information.

I will notify _____ of your donation. I'm sure that (he/she/they) will be very proud to be so honored and know that you think this highly of them.

We will acknowledge your contribution by including your name in the list of Friends of ABA that will be published in an issue of The Bell Tower.

Again, many thanks.

Bellfully,

Name
1st Vice-President

Sample Note to honoree for contribution In honor of you

Dear _____,

_____ has made a contribution to The Friends of ABA in honor of you. The donation will help The American Bell Association to continue providing members with an organization of friendship and bell information.

You should be very proud to be so honored and know that you are thought of this highly.

We will acknowledge the contribution in your honor by including your name in the list of Friends of ABA that will be published in an issue of The Bell Tower.

Again, many thanks.

Bellfully,

Name
1st Vice-President



All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

All ABA positions (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.