



SECOND VICE PRESIDENT

ABA Job Description

BASIC FUNCTION

In the absence of the First Vice President the Second Vice President shall perform the duties of First Vice President. Serves as a member of the Outreach Committee.

SECOND VICE PRESIDENT QUALIFICATIONS

1. Possess leadership qualities
2. Organizational skills and presiding experience desired
3. Be familiar with ABA policies and background
4. Become acquainted with duties of all ABA committees
5. Have time and interest in retaining current ABA members, as well as an interest in reaching out to potential new members
6. Ability and basic skills to access the internet and familiar with the use of email.

CURRENT PROCEDURES

1. Reply to correspondence from President and send copies of reply to Executive Board members.
2. Attend all meetings of the Executive Board and General Membership Meetings.
3. Become familiar with the duties of all ABA positions and committees.
4. Recognize First Timers at the ABA Convention. Plan and chair a meeting for them at convention. Invite Welcome Letter Writers and Membership Chairman to attend. Provide a method of identification for first timers to wear at convention so that members will be able to recognize and greet them. Coordinate these with the Convention Coordinator.
5. The Second Vice President has the honor of officially recognizing the First Timers at the convention – generally at the first luncheon.
6. Is an advisor of the Outreach Committee with voice and vote.
7. The ABA Membership address and <http://www.americanbell.org>, are to be the only addresses on all advertisements and other publicity material.



All ABA Position Instructions

(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.

Complete and return by email the Discussion Form sent to you by the Secretary 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.