

DUTIES OF THE VICE PRESIDENT

Revised: 06/10/2017

-) Performs duties of the president in the absence of the president.
-) Assumes the office of president in the event of death, resignation, or removal from office of the president
-) Conducts the election of members to the Board of Directors.
-) Schedules and arranges the location of The SLCT monthly meetings.
-) Schedules and arranges the location for the annual Holiday Party, the Summer Cool Down, as well as any other special events that may occur.
-) Schedules and arranges the location of the SLCT productions.
-) Announces Asides publishing deadlines via email and along with the president, edits articles for the Asides as necessary.
-) Serves as Board liaison with the publisher of the Asides as well as the membership.