

## **Executive Vice President -**

- Serve as an active member of executive board and assist with decision making
- Fill in for President when absent and assume her/his responsibilities
- Help assist the President in planning meetings and group activities
- Design the information packets for recruiting purposes
- Coordinate chapter newsletter to be published, work closely with the Webmaster to post the newsletter online
- Serve as the chapter's state/national liaison, keep in contact with the state executive board members
- Monitor executive attendance with secretary and contact members about unexcused absences
- Oversee all officers and directors and make sure they fulfill their duties
- Serve as the peer advisor to the executive board
- Responsible for contacting inactive officer for resignation after 2 unexcused absences
- Complete and file the organization recognition form at the beginning of each semester