

VICE PRESIDENT/PRESIDENT-ELECT

OFFICE RESPONSIBILITIES

- Chair the Conference Planning Committee (for guidelines, see separate “Conference Planning Committee” section).
 - Appoint members of the Conference Planning Committee.
 - Coordinate activities of the Conference Planning Committee and make sure that all deadlines are met.
- Throughout the year, send updated information on conference progress to Webmaster for posting on the NCCCLA website and/or work with Webmaster to create and update separate conference webpage to inform membership of conference location, dates, registration, accommodations, programming, etc.
- Prepare a conference progress report before each Executive Board meeting to present to the Executive Board.
- Assume the responsibilities of the President in the event the President is absent or the position of President becomes vacant.
- Award a plaque of appreciation to the outgoing President after installation as President.
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

LENGTH OF TERM

The term of office for Vice President/President-Elect is two years (or until their successors are elected), after which the office of President is assumed for a term of two years. In addition, the officer will serve as Past President for two years.