

STATE FIRST VICE-PRESIDENT JOB DESCRIPTION

- A. The First Vice-President shall act as the organization chairman for the State. As such, the First Vice-President shall respond to all inquiries about The Questers and shall receive and process all applications for chapter charters in accordance with the International Bylaws for a term of two (2) years to complete an unexpired term.
- B. In the President's absence, the First Vice-President shall perform the duties of the President. In case of a vacancy or the President's inability to act, the First Vice-President shall become President for the unexpired term.

DUTIES:

1. Shall attend State Board meetings, State Council Meetings, and other meetings as requested by the President.
2. Shall prepare and present an annual report in triplicate for the State Council Meeting. (One copy for your file, one for the State President's file, and one for the Recording Secretary.)
3. Shall answer inquiries about The Questers in writing, by telephone, or email. Send brochures as requested.
4. Shall arrange a first meeting with interested parties whenever necessary relaying information about The Questers before an organizational meeting takes place.
5. Shall meet with interested people when it becomes apparent that there are enough persons (8) to organize a new chapter. This meeting date is the organizational date of the new chapter. The charter date is provided by the International First Vice-President, and shall be the chapter's anniversary date. Use suggested procedure on "How to Organize a Quester Chapter" and the Application for Chapter Charter form when applying for a charter. These are available from the International First Vice- President.

6. Encourage attendance of new chapter members at the State and International events that take place during the year.
7. Mail a State “Welcome Packet” to the new chapter after the charter is received. This packet should include a copy of the State Newsletter, a list of State Chapter Presidents, and any other current information that is pertinent. Optional: Write a short article about new chapter and send to the Editor of State Newsletter.
8. Mail membership list of new chapter to the State President, State Treasurer, and Editor of the newsletter.
9. Prepare and submit articles to the State newsletter Editor as necessary or required.
10. Maintain a file of all approved chapter charters applications and disbanded chapters.
11. Order President Pin early in the 2nd year of the present President’s term of office (November) from International Headquarters and let the Treasurer know so she can reimburse International.
12. Itemize expenses and attach receipts when requesting reimbursement for expenses from the State Treasurer.
13. Keep the files current and transfer them to your successor at the final Executive Board Meeting of the year your term expires.
14. Call upon the International First Vice-President for advice if needed.

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