

STATE SECOND VICE-PRESIDENT JOB DESCRIPTION

The Second Vice-President shall serve as State Program chairman and shall compile and distribute new program resource information (what speakers with names, topics, etc. that are available from other chapters or other resources available, like programs stored in the State archives, International Headquarters, International and State websites, etc.) annually to all Chapters for a term of 2 years or to complete an unexpired term.

DUTIES:

1. Shall attend State Executive Board meetings, Fall Convention, Spring Council Meeting, and other meetings as requested by the State President.
2. Shall prepare and be ready to present an Annual Report in triplicate at the Fall Convention and Spring Council Meeting. (One copy for your file, one for the State President's file, and one for the Recording Secretary.)
3. Shall participate in planned workshop for Chapter Vice-Presidents during a State Meeting.
4. Shall compile a list of current program suggestions taken from the Chapter President's Annual Report Forms (in State President's possession); seek programs offered by local museums, historical societies, and places of interest for field trips; make a list of State Questers willing to present programs for chapters other than their own.
5. Shall distribute programming information to chapter program chairperson in time for chapter programs to be arranged for the year. An excellent time to pass out this information is at the Spring Council Meeting with copies mailed to those chapters not represented at the Council Meeting.

6. Shall attend Fall Convention and State Council Meeting with the State Executive Board:
 - a. Select program for each (does not need Board approval). The amount of \$200.00 is allotted for speaker.
 - b. Contact speaker, secure resume for information, and introduce speaker.
7. Shall encourage members to contribute Study Papers and PowerPoint programs presented to chapters to the Jessie Elizabeth Bardens Memorial Library at International Headquarters. Two copies of each study paper and one flash drive of the PowerPoint program should be submitted to the International Second Vice-President for recommendation.
8. Shall encourage members to submit a Founder's Award paper, the highest honor bestowed upon a Quester. The topic and guidelines can be found in the summer edition of *The Quester Quarterly*.
9. When the Chapter Presidents Reports are all in to the Second Vice-President, she/he then grades them by a point system and the chapter with the most points is designated as "Best Chapter" - all reports need to be submitted by the end of the Quester year (June 1 to May 31). A certificate for the "Best Chapter" is presented at the Fall Convention and another certificate for "Best Yearbook" is presented at the Spring Council Meeting. Certificates are made by the Second VP; blank ones are available at USP.
10. Shall prepare and submit articles to the State newsletter, *Cracker Crumbs*, as necessary or required.
11. Shall itemize expenses and attach receipts to the form available from the State Treasurer when requesting reimbursement for expenses.
12. Shall keep files current and transfer them promptly to your successor at the last Executive Board Meeting of the year your term ends.

13.Revised Sept. 2018