

First Vice President

The First Vice President is an elected position with the following responsibilities:

- Plans and arranges meeting topics for the year
- Plans and arranges all aspects of each monthly meeting, including but not limited to topic, speaker, food, equipment and room setup, payments, surveys, and thank you notes
- Reports on meeting planning at each administrative council meeting
- Takes on the duties of the chapter President when asked by the President
- Keeps chapter equipment used in meetings (projector, overhead projector, easels, paper for easels)

Requirements

- Previously served as Second Vice President

Time commitment

- Not specified

Term and Succession

- The term of this position is one year.
- The First Vice President position is (normally) filled from succession from the Second Vice President position.
- At the end of the year, the First Vice President transitions to the chapter presidency. The symbolic transfer of responsibility takes place at the annual volunteer banquet.
- The First Vice President buys a thank-you gift for the outgoing President to be presented at that banquet.

Resources for First Vice President

- STC Chapter Handbook
- Bravo! Portland Area Event Planning Handbook