

OFDDA POLICIES

APPROVED: October 19, 1991
REVISION: June 18, 1994
REVISION: November 6, 1996
REVISION: _____

POLICY NUMBER: 109
NUMBER OF PAGES: 1
ADOPTED: X **DRAFT:** _____
EXECUTIVE BOARD X

DUTIES OF FIRST VICE PRESIDENT

1.0 **PURPOSE**

The purpose of this Policy is to outline duties of the First Vice President.

2.0 **SCOPE**

This Policy applies to the First Vice President of the OFDDA.

3.0 **GENERAL PROVISIONS**

- 3.1 Duties of First Vice President:
In addition to the duties and responsibilities of the First Vice President that are covered by the Constitution and Bylaws, or by specific policies, the First Vice President shall be responsible for the following:
- 3.1.1 Serve as ex officio or regular member of any standing or special committees, as directed by the President.
 - 3.1.2 Shall report or contact as needed other committee chairs for a report of activities of their committees.
 - 3.1.3 Shall serve as chair or co-chair of the annual conference committee. Will present to the OFDDA Board the proposed budget and any prepared resolutions for their action.
 - 3.1.4 If the First Vice President is unable to serve as chair or co-chair. The President, with board approval may appoint an alternate board member to that position.