

OFDDA POLICIES

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DUTIES OF SECOND VICE PRESIDENT

1.0 **PURPOSE**

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

2.0 **SCOPE**

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

3.0 **GENERAL PROVISIONS**

3.1 Duties of Second Vice President:

In addition to the duties and responsibilities of the Second Vice President that are covered by the Constitution and Bylaws, or by specific policies, the Second Vice President shall be responsible for the following:

- 3.1.1 Serve on any special assignment the President may indicate.
- 3.1.2 Assist the First Vice President in his/her duties.
- 3.1.3 See that the policies concerning the conference are followed.
- 3.1.4 Oversee the finances of OFDDA.
- 3.1.5 Serve as Chair of Budget Committee.