

SECOND VICE PRESIDENT - EDUCATIONAL DIRECTOR

Revised – July 2012

1. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report. BE PREPARED TO MAKE EXTRA COPIES as this will be needed at the end of the year for the Maie Wells contest entry, and if you wish to have a separate book. This is just like keeping two files, if you choose not to leave original entry with successor.*
2. *Write an article for each issue of the Petticoat Journal and encourage participation from all chapters. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. You may exceed the one-half page limit.*
3. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
4. *Encourage chapters to have at least six educational programs during each year. Also encourage chapters to report to you each month.*
10. *Encourage chapters to enter the Gold Seal Contest and the Chapter President to nominate their chapter educational director for the Distinguished Athenian Service Award.*
11. *Order Gold Link Award Certificates and the Distinguished Athenian Service Award certificate from ESA Headquarters at least sixty days prior to Convention.*
12. *As soon as possible after April 1, and before April 15, prepare a list (city, chapter name, and number) and indicate number of programs each chapter has reported on time to you. Send list to the Outstanding Chapter Chairman. Keep a copy for your files.*
13. *Prepare same kind of list indicating Gold Seal entries and Distinguished Athenian entries. Send to Outstanding Chapter Chairman. Keep a copy for your files.*
14. *You will need three judging forms and a composite sheet for each Gold Seal entry. You will need only one judging form for the Distinguished Athenian Award. You are the sole judge of the Distinguished Athenian Award.*
15. *Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging sheets in envelopes and give to Corresponding Secretary at the Board Food Function at Convention. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*

SECOND VICE PRESIDENT (Continued)

Revised – July 2012

16. *Present education awards at Convention. Place contest entries in Display Room. Prepare report for the Awards Luncheon, indicating the total number of chapters reporting and the total number of reports received. Announce the state top three educational contest winning entries will be picked up by you at the Display Room for mailing to the International Council Educational Chairman for competition. The remaining entries are to be picked up by the chapter submitting them.*
17. *Present bid(s) received for State Convention site at the Second General Assembly. Bids should include letters from the Chamber of Commerce, the hotel and Convention City.*
18. *Prior to State Convention, prepare year-end report and include this in your Maie Wells entry.*
19. *Prior to State Convention, it is customary of the Second Vice to write a poem about the President and her year and present/read it to her at the Executive/General Board Dinner at State Convention.*
20. *Immediately following State Convention, complete your file for the Maie Wells entry. Mail to IC Educational Chairman before deadline date. If you do not intend to go to IC Convention, make arrangements for someone to bring your Maie Wells to you or send the IC Educational Chairman postage for return mailing.*
21. *Keep a written record of work done pertaining to your office or committee and deliver to your successor at the close of the annual convention. Place a copy in your Maie Wells entry.*
22. *Bring this Policy and Procedure Manual to the Executive/General Board Dinner at State Convention.*
23. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*