

FIRST VICE PRESIDENT

Revised – July 2012

1. *Write short articles for the October/November, December/January and February/March issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Encourage ALL chapters to nominate members for state offices.*

2. *DUTIES AS THEY RELATE TO CHAIRMAN OF THE NOMINATING COMMITTEE:*
 - a. *Before October 1, send a copy of the nomination form to the President. State President will print forms and send to all board members and Chapter Presidents with the notices for the November State Council Meeting and March State Council Meeting.*
 - b. *Submit nomination form for publication in the December/January and February/March issue of the Petticoat Journal.*
 - c. *Encourage well-qualified members to become nominees for state office. Try to get nominees throughout the state in order for all areas to be represented on the state ballot.*
 - d. *Encourage chapters to give their support to nominees prior to and after election. Notify chapters and nominees of campaign rules.*
 - e. *With Nominating Committee, prepare a balanced slate of officers. Try to place an even number of candidates on the ballot for each office. If a nominee is to be placed on the ballot for an office other than her first choice, obtain permission from nominee before announcing her placement on the ballot.*
 - f. *Comply with requirements and qualifications for candidates as listed in the State Bylaws.*
 - g. *At March State Council Meeting, present nominees to membership.*
 - h. *List candidates for each office, including their qualifications, in the April/May issue of the Petticoat Journal.*
 - i. *Prepare official ballots and deliver to Credentials Chairman at State Convention. Give report of Nominating Committee and introduce candidates during First General Assembly.*

3. *DUTIES AS THEY RELATE TO THE DISTRICT COORDINATORS:*
 - a. *Read and be familiar with the duties of the Coordinators as stated in the State Bylaws and Standing Rules, and in this manual.*
 - b. *Write to each Coordinator introducing yourself and offering your services.*
 - c. *Plan a meeting with the District Coordinators, Vice Coordinators, and State President before the June State Council Meeting. Set your meeting time with the approval of the President and send invitations to all. Allow time for the President to talk briefly to the Coordinators.*
 - d. *Find out what each Coordinator's plans are for the year. Help them make plans if they have none. If necessary, assist them in planning their District Leadership Seminars. Make suggestions as to what kind of workshops they might have and let them know that State Officers are available and would be glad to make presentations.*

FIRST VICE PRESIDENT *(Continued)*

Revised – July 2012

- e. Advise Coordinators to contact the State Officers for the Leadership Seminars well in advance if they plan to use them for presentations. A letter is best way to contact.*
 - f. Advise Coordinators they should have a short article in each issue of the Petticoat Journal. Let them know what to include in their articles and be sure they understand the deadline dates for sending articles to the Editor.*
 - g. Encourage Coordinators to send meeting notices at least thirty days before their meeting. Encourage them to invite all Executive and General Board members, especially the other District Coordinators, and active Past State Presidents. If you do not receive your invitation three weeks prior to the meeting, contact the Coordinator and ask if meeting notices have been sent.*
 - h. Plan to meet with the Coordinators before each State Council Meeting. Invite the President to these meetings. Plan a time during each meeting with just yourself present with the Coordinators to give them the opportunity to ask questions.*
 - i. Attend as many District Meetings and seminars as possible. Assist the Coordinator by giving her the names of other State Officers in attendance. There will be questions that will arise as to procedures, etc.*
 - j. At March State Council Meeting, plan a meeting with the Incoming and Outgoing Coordinators, and the President. Set your meeting time in accordance with the State President's schedule. Send invitations to all. Allow time for President to talk briefly. Advise incoming Coordinators of their Convention duties and of Convention events. This includes the place where they will need to be for the installation of officers. Don't assume they will know to do all these things – some will not.*

 - k. Remember – you are an ADVISOR. Don't tell them what to do; however, you must guide and give suggestions and share ideas. As you get to know the Coordinators and their districts, you will know what their special needs are. You can be a great help to them.*
- 4. DUTIES AS THEY RELATE TO PRESIDENT ELECT:**
- a. Attend the Leadership Seminar conducted by ESA Headquarters. You will receive specific information from Headquarters. This expense is a budgeted item.*
 - b. Be responsible for selecting and presenting gifts for the retiring State President. One gift is to be presented from the State Council with funds set up in the budget. Another gift is presented from the board members. It is customary to ask each board member and active Past State Presidents to contribute an amount towards this gift. In recent years, it has been customary to give the outgoing president a quilt from the board. Cost of the quilt may vary from year to year so you might want to estimate a reasonable cost and solicit donations accordingly. At Convention, present gift from the board at the Board Food Function, then place in the Display Room. At Second General Assembly, present the gift from the State Council. You may also want to display the gift that the board gave to the President at this time.*
 - c. Decide upon your theme and logo early in the year. Start collecting ideas and set goals.*

FIRST VICE PRESIDENT (Continued)

Revised – July 2012

- d. *In recent years, the trend has been to use email rather than “snail mail” to communicate with the board and the membership. However, there are still a number of members that do not have email, so it will be necessary to have some stationery and envelopes on hand. This can be purchased in small amounts and personalized using your own computer and printer. The ESA website has stationary formats with the official ESA logo to aid you.*
- e. *You have the privilege of selecting the Corresponding Secretary. This needs to be decided by January 1, or earlier if possible.*
- f. *You also have the privilege of selecting the Installing Officer. Notify President and Convention Chairman of your selection no later than January 1.*
- g. *By January 31, decide upon meeting dates and meeting places. It is your responsibility to send a letter to the hotel within seven days following your contact with them. In your letter, inform the hotel that the purpose of your letter is to confirm your conversations and meeting plans. List all arrangements you discussed and ask them to notify you within thirty days if everything is agreeable.*
- h. *In this same letter of confirmation, include dates, times, rooms, food services and prices for all the services. The set up charge for the rooms should be confirmed. The estimated price of food service should be guaranteed as soon as possible and not later than sixty days before the meeting.*
- i. *Prior to each meeting, send exact information and floor plan for room set-up to the hotel.*
- j. *Prior to Convention, work with the incoming District Coordinators, confirm exact meeting dates, and obtain lists of information needed from each District.*
- k. *Coordinate with the Convention Chairman as to whether you wish to have an open house or reception after the banquet. This is up to you.*
- l. *By March 1, give serious consideration to the appointments you wish to make and by April 1, have a list compiled of all possibilities and options available, depending on election results. You are not obligated to appoint candidates who are not elected, however, you should ask as many as possible. Try to have representation from all areas of the state.*
- m. *In cooperation with the President, determine if any chapters need to be placed on the State Council’s “inactive” list. Inactive chapters should not be printed on the Official State Council Roster of Chapters. Refer to more information listed with State President’s duties.*
- n. *In the event a “Leadership Workshop” is requested for State Convention, it is your responsibility to plan. You are not responsible for presenting the Workshop; however, you are responsible for securing a presenter, i.e., ask the IC Representative, ESA Headquarters’ Representative or a Past State President.*
- o. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. The retiring President will make brief remarks, then you may make announcements and distribute and review the new board listings. Request any corrections to the printed list.*
- p. *After the gavel is presented to you at the Second General Assembly of State Convention, give a short acceptance speech, announce board appointments and meeting dates.*

FIRST VICE PRESIDENT *(Continued)*

Revised – July 2012

11. *Keep a written record of your work done pertaining to your office or committee and deliver to your successor at the close of the State Convention.*
12. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*