

The VICE PRESIDENT is the chapter host and primary assistant to the president.

The vice president:

- . Maintains compliance with ABWA National and Chapter Bylaws, rules, policies and procedures, and ABWA Proud Code of Conduct.
- . Assumes all duties and responsibilities of the president in her absence or when called upon by the president.
- . Serves as an official chapter host, welcoming members and guests at chapter functions.
- . Coordinates the assignment of new members to committees by first identifying the skills and experiences needed to advance their career goals.
- . Plans the time, place, reservations and food for meetings or events.
- . Schedules, plans and coordinates orientation sessions for new members throughout the year.
- . Countersigns chapter checks in the absence of either the president or treasurer.
- . Helps ensure the vitality of her chapter by recruiting and retaining new members.