

VICE PRESIDENT

The VICE PRESIDENT shall:

- Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.
- Recommend the site and dates for the PBEA conference for two years hence and confirm the location with board approval.
- Assume conference responsibilities of introducing the head table and Executive Board at the banquet.
- Prepare a report for the annual business meeting concerning the conference date and site to be held two years hence.
- Orient the incoming Vice President to the duties of that office and turn over all materials at the conclusion of the conference.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.