

First Vice President

In the absence of the President or in the event of his/her inability or refusal to act, the First Vice-President shall perform the duties of the President. He/She shall perform such other duties as from time to time shall be assigned to him/her by the President and/or the Board of Directors. The First Vice-President will also be responsible for the Program and Public Relations Committees and appoint the chairpersons of these committees.

Program:

- Solicit ideas for topics of interest for monthly meetings
- Contact speaker for each monthly meeting (8x/year)
- Compile monthly meeting list and submit to ISM (Tempe, AZ) for approval
- Introduce speaker at monthly meetings (8x/year)
- Prepare and Distribute C.P.M. hourly certificates at each meeting (8x/year)
- Chair Trade Show Committee

Public Relations:

- Coordinates announcements with Public Relations Chairperson