

## **2<sup>nd</sup> Vice President**

1. Second Vice President assists the President and will take the President's place when the President and 1<sup>st</sup> Vice President are absent or unable to act.
2. In the absence of the President and the 1<sup>st</sup> Vice President, the 2nd Vice President performs the duties and exercises the prerogatives of the President to the same extent and with like power which the President would have, if present.
3. Second VP maintains the database of members.
4. Second VP sends out dues letters to the members and informs the Trustees of members who are delinquent in payment of dues.
5. Second VP collects dues from members and records them in membership book. Second VP gives collected dues to Financial Secretary with completed Income sheet.