



2nd VICE PRESIDENT of the organization shall:

- A. During the absence of the President and 1st Vice President, succeed to all his/her powers and duties:
 - 1. reside over the Board of Directors meeting
 - 2. Preside over the monthly Luncheon meeting
- B. Being a member of the Board of Directors, the 2nd Vice President should attend all Board meetings and Luncheon meetings.
- C. Serve as Editor and Publisher of the quarterly newsletter for ALTA:
 - 1. Set up schedule for each quarter's newsletter (see attached sample)
 - 2. Assemble Quarterly Board Reports from each Board Member]
 - 3. Gather articles
 - 4. Once the newsletter is completed, coordinate with Webmaster to have it downloaded to the ALTA Website
- D. Work with IT Webmaster to ensure that the ALTA Website data is kept current
- E. Be responsible for any and all publicity for ALTA
- F. Be responsible for postings and maintenance of Linked In and Facebook accounts.
- G. Develop contacts to provide articles for the newsletter and compile information from the various sources:
 - 1. Letter from President of ALTA
 - 2. New publications of interest
 - 3. Information and reports from each ALTA Board Member and Director
 - 4. Post dates, locations, speaker and topic of the luncheon meeting in the Newsletter for the upcoming three months
 - 5. Update and analyze various legislative changes and educational seminars
- H. Be a member of the Board of Directors
- I. As a member of the Board of Directors, the 2nd Vice President has a standing reservation for each luncheon. If not attending, the reservation must be cancelled with the Corresponding Secretary. If not cancelled, the Director will be billed for the luncheon.