**VICE PRESIDENT FOR PUBLIC AFFAIRS**

**The duties of the Vice President for Public Affairs**

1. Perform all the duties of the office of the president in the event of the

President's absence.

1. Shall assume the title and duties of President in case of a vacancy.
2. Serves as chair ex-officio of the Public Policy Education, Public Relations, and Constitution and Handbook Task Forces and reports to the Executive Board.
3. Attend all Executive Board and Annual Association Meetings.
4. Reads and become familiar with the Constitution of the Association and the handbook.
5. Work in coordination with the other Vice-Presidents in carrying out plans for the Annual Meeting.
6. Work in coordination with the other three Associations in planning joint legislative events.
7. Responsible for the publishing of the Association newsletter.
8. Assembles all material belonging to office, adds suggestions and delivers to successor.