

VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

The duties of the Vice-President for Professional Development shall be:

- A. Serves as member ex-officio of Professional Improvement, Program and Convention Task Force and reports to Executive Board.
- B. Attends all Executive Board and Annual Association Meetings.
- C. Reads and becomes familiar with the Constitution of the Association and the Handbook.
- D. Is Chairman of the Program Committee for the Annual Meeting of OEAFCS, planning and directing Annual Meeting.
- E. Obtains suggestions for the program from officers and members.
- F. Submits tentative schedule and location for the Annual Meeting to the Executive Board for approval and suggestions.
- G. Work in coordination with the other Vice-Presidents in carrying out plans for the Annual Meeting.
- H. Works with the Convention Task Force in preparing registration forms.
- I. Works with the Convention Task Force in preparing and submitting a budget at appropriate times.
- J. Secures PDU credits for attendance at the Annual Meeting.
- K. Coordinates efforts with the President and appropriate Task Force to send out thank-you notes following the Annual Meeting.
- L. Send Committee reports or actions to Vice President for Public Affairs for Newsletter.
- M. Assembles all materials belonging to office, adds suggestions and delivers to successor.