

## **SSB - Executive Vice President Duties**

### **ALL YEAR**

- Act as advisor to President on anything/everything: new initiatives, old initiatives, planning (so this varies a lot depending on who is pres and how ambitious their plans are; actually as sec you can, potentially, help pres a lot in defining and choosing initiatives).

After the first year, your role becomes much more important, since you will have a longer institutional memory about the role of President than the President him/herself

- Facilitate communication (mostly email) among SSB officers and council.

### **JUNE**

- Help Pres run council mtg; record minutes (big pain here)

- Give Secretary's report: announce election results

- Help Pres run SSB members and business mtg; record minutes; report summary of minutes of council mtg

### **JULY-AUG**

- Write up council mtg and members/business mtg minutes submit to Editor for publ in Dec. journal issue

### **AUG-SEPT**

- Remind Program chair to announce the call for proposals

- Remind Awards Chair to make awards announcements.

- Remind Nominations Committee (Chair is Past-Pres) to get their ballot submitted to you. Format the ballot and print camera ready copy and mail it to TF for printing and insertion with December issue—(if sent with March issue many members do not have time to vote). Have envelopes addressed to you and included with ballots.

### **FEB-MAR**

- Send out announcements for mini-PEET and scholarship programs

- Receive and tally ballots

- Plan midyear meeting for April

### **APR-MAY**

- Run mid-year meeting

- Prepare for Council meeting at annual meetings:

- email request to committee chairs, Treasurer, & Editor asking for annual reports (if any) to be printed and distributed at council mtg; give a deadline for annual report submission, offer to print hard copies for distribution at council mtg.

- if needed, email-circulate any proposals to be considered prior to voting on them at council mtg
- email council with council meeting date, time place ca. 2 month before the meeting so they can plan to be there
- possibly, arrange for food at council mtg
- solicit 'items/issues' from all council and officers then write and email-circulate council mtg AGENDA; some years President may prefer to write/plan the agenda

**MAY**

- Write letters to all nominees on ballot announcing election results and thanking them etc; new terms do not start until end of annual mtgs in June

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