

Vice-President/President-Elect

General

1. Term of office for one year, or approximately 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual conference.
2. Become familiar with and perform the duties of the President in that officer's absence.
3. Represent the President when necessary.
4. Chair the MPLA Program Council and serve as liaison between MPLA and the host state association's conference planning group.
5. Serve as a member of the Executive Board.

Pre-Conference Duties and Activities

1. Consult with the President and the state Conference Chair in seeking qualified annual conference speakers and in offering a proper honorarium based on status and qualifications.
2. Correspond with possible speakers, notifying them of tentative conference details and specifying allowed honoraria (if requested) and other paid expenses.
3. Obtain copies of biographies and photos, when possible, from speakers.
4. Provide President, Executive Secretary, conference webmaster, and Newsletter Editor with details about speakers as they are received.
5. Finalize details with the state Conference Planning Committee concerning all program events, especially awards, membership meeting times and the Board meeting. Provide copy to the state Conference Chair for printing of programs, and to the Newsletter Editor and Executive Secretary.

Conference Duties and Activities

1. Maintain close liaison with the state Conference Chair. Insure that all speakers are properly greeted, transported, and housed.
2. Arrange for award winners to be met and escorted to tables and arrange for their guests, if they have any.

See Appendix A, Program Planning-Vice President/President-Elect

