

IFLTA 2nd Vice President Duties

- Attend all board meetings
- Reserve “complimentary” rooms at conference venue
- Appoint a shopper for raffle prizes
- Prepare and copy all handouts for conference folders
- Verify banquet lunch order forms at conference venue
- Coordinate exhibit room diagram with vendor chair
- Prepare signage for all meeting rooms
- Order balloons for university night
- Prepare session and workshop evaluation packets
- Assist 1st vice president at conference in preparation for the following year’s conference
- Assist 1st vice president with post conference mailings and “best of Indiana” selection for CSC
- Other duties as necessary

Please Note: After one year, the **2nd Vice President** serves as **1st Vice President/Conference Chair** for one year then serves as **President** the following year. During the fourth year, the position becomes **Immediate Past President**.