

# Second Vice President

The responsibilities of a second vice-president may include:

- Working closely with the rest of the CAB on all chapter matters.
- Being in line to succeed the chapter president and taking over duties of the president if neither the president nor first vice president (if the chapter has one) can preside at a meeting, or serving to fill a vacancy in the presidency for the remainder of the term.
- Being a signatory on chapter bank accounts and thus being able to sign checks written by the chapter.
- Assuming one of the following four committee chair positions: Education (Program) chair, Membership chair, Newsletter Editor, Special Events chair.

**The CAB and chapter may assign different responsibilities to this position each year depending upon the needs of the CAB and chapter and the talents of the person who is the second vice president.**

If a chapter chooses to have a first vice president, there is no presumption that the second vice president will become the next president or the next first vice president, or that this person will eventually run for chapter president, although this position may be training for it.

Excerpt from ASG National Policies & Procedures Manual, 08/2012 Version 3.1