

**Operations Worksheet 2 - First Vice President**  
(Reviewed/Revised March 2013)

1. The First Vice President is a Director of the Corporation, along with the President, the Second Vice President, the Secretary, and the Treasurer; and is a member of the Executive Committee. The First Vice President, along with the other Directors, is elected by ballot of the membership during December. Installation and commencement of office is during January. The First Vice President is limited to two consecutive elected terms
2. The First Vice President shall fill a vacancy in the office of President until the next regular election of officers of the Chapter.
3. In the event that the Executive Committee, at a special meeting called for the purpose, decides by majority vote of the full committee that the President is incapacitated, the First Vice President shall assume duty as president for the period of time that the President is incapacitated. (See Operations Worksheet titled "President")
4. The First Vice President, or President, unless some other person is specifically designated or authorized by vote of the Board of Directors, shall sign all deeds, mortgages, extension agreements, leases and contracts of the corporation.
5. The First Vice President shall, when possible, attend the following meetings of the Chapter:
  - a. Luncheon meetings, normally the third Friday of each month.
  - b. Monthly Executive Committee business meetings, normally the first Monday of each month.
  - c. Board of Directors meetings, special membership meetings, and special Executive Committee meetings, when called.
6. The First Vice President should be prepared to attend the following special events in the absence of the President.
  - a. Meetings of the Florida Council of Chapters of MOAA.
  - b. Veterans Day ceremonies and memorial services held by the Pinellas County Veterans Liaison Council.
  - c. Visitations and/or funerals upon death of Chapter members.
7. The First Vice President may also find it appropriate to attend the following special events:
  - a. Annual Convention of the Florida Council of Chapters of MOAA.
  - b. MOAA conventions
8. The "Council and Chapter Policies and Procedures Guide," available online at [www.moaa.org](http://www.moaa.org) and from MOAA Councils and Chapters Division at 1-800-245-8762, will assist the First Vice President in carrying out all responsibilities.