

**Operations Worksheet 3 - Second Vice President**  
(Reviewed/Revised March 2013)

1. The Second Vice President is a Director of the Corporation, along with the President, the First Vice President, the Secretary, and the Treasurer; and is a member of the Executive Committee. The Second 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 Second Vice President is limited to two consecutive elected terms.
2. The Second Vice President must be prepared to perform duties of either First Vice president or President in the absence of the First Vice President, whenever a position is vacated temporarily or permanently. In addition the Second Vice President performs such duties and functions as may be prescribed by the President.
3. The Second Vice President shall, when possible, attend the following meetings of the Chapter:
  - a. Monthly 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.
4. The Second 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. Visitation and/or funeral upon death of a member.
5. The Second Vice President may also find it appropriate to attend the following special events:
  - a. Annual Convention of the Florida Council of Chapters of MOAA.
6. 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 Second Vice President in carrying out all responsibilities.