

LITPC POLICY STATEMENT

SUBJECT: **LITPC FIRST VICE PRESIDENT**, Responsibilities of

1. In the absence of the President, the First Vice President shall preside over all official Board Meetings and Regular Meetings of the LITPC.
2. He shall be responsible for assuring that the proposed annual LITPC pin is designed and issued, as provided in LITPC PS 0020. He should have the art work of the pin and the proposal for consideration by the full LITPC Board of Directors at the Annual Meeting one year prior to issuance.
3. He shall have responsibility for the Annual LITPC Pin Contest (see LITPC PS 0013). As a minimum, this shall include but not be limited to the following:
 - a. Maintain current rules governing the conduct of the Contest and assure that these rules are disseminated to all members of the LITPC in sufficient time to serve as an encouragement for maximum participation. He shall be expected to rule on all matters of conflict and to answer questions regarding said rules.
 - b. Select a panel of LITPC members to serve as Judges for the Contest.
 - c. Oversee the Committee selected to conduct the raffle of all pins entered in the Contest and to submit all funds collected to the LITPC Treasurer (see LITPC PS 0013).
 - d. Initiate action to procure appropriate plaques for the Contest winners and present same at the next regularly scheduled Annual Meeting and Breakfast of the LITPC.
4. He shall have responsibility to coordinate all matters concerning proposals for future hotel accommodations when it is determined by the LITPC Board of Directors that the LITPC will need such accommodations. He should be prepared to present proposals to the LITPC Board for their consideration at least one year in advance of the need, but more preferable two years in advance of the need (see LITPC PS 0019).
5. Whenever the Annual Lions Clubs International Convention is to be held outside of North America, he shall initiate a survey of the entire LITPC membership to ascertain whether there will be sufficient representation to warrant the conduct of the LITPC Annual Meeting at the said Convention. This action shall be taken in sufficient time to allow for an alternate site to be chosen.
6. When the results of the Survey indicate that there will be insufficient representation of the LITPC membership to warrant conduct of the LITPC Annual Meeting, he shall initiate action to obtain an alternate site, which must be conducted in accordance with the LITPC Constitution. Once the LITPC Board has approved Convention action by the First Vice President, he shall submit all necessary information to the Second Vice President, who has overall responsibility as the LITPC Convention Chairman.
8. He shall serve as Chairman of the Membership Retention and Growth Committee. He shall develop a plan of action to increase LITPC membership. This Committee will solicit the help of all current LITPC members and the various Multiple District pin trading clubs. At the International Convention, this Committee will have the responsibility of scheduling the manning of the Membership Table in the pin trading area.
9. He shall provide advice to the President on the Directors to be chosen to serve on the committees under his supervision.
10. He shall meet with his successor as First Vice President to turn over all data gathered during his just completed term.
11. This Statement supersedes LITPC PS 0029 of 30 June 2003, effective with the scheduled election of officers in 2007..

*****NOTHING FOLLOWS*****

Approved by the Board on 9 October 2005

NOTE: The general membership approved the abolishment of the 3d VP position at the 2007 AGM. Thus this is now the approved position.