



## District and Local Chapter Second Vice–Presidents

### Suggested Activities



#### The TRTA District Second Vice–Presidents:

1. Preside at district meetings in the absence of, or at the request of, the district president and first vice–president;
2. Serve as chair of the district communications committee and appoint its members;
3. Serve as district Children’s Book Project coordinator;
4. Distribute TRTA communications materials to local chapters;
5. Serve as presenter to train local chapter second vice–presidents/communications at the Spring Conference;
6. Promote or work with the technology contact to maintain district webpage, newsletters and social media, for example Facebook, Instagram and Twitter, etc;
7. Attend the TRTA Convention second vice–president leadership training session if possible; and
8. Perform other assigned duties to fulfill the objectives of TRTA.

#### The TRTA Local Chapter Second Vice–Presidents:

1. Preside at local chapter meetings in the absence of, or at the request of, the local chapter president and the first vice–president;
2. Serve as chair of the communications committee for the local chapter and appoint its members;
3. Promote the Children’s Book Project and serve as coordinator or work with the assigned Children’s Book Project coordinator;
4. Promote local chapter public communications and publicity;
5. Respond to contact from the district second vice–president;
6. Promote or work with the technology contact to maintain local chapter webpage, newsletters and social media, for example Facebook, Instagram and Twitter, etc;
7. Attend the second vice–president/communications training session at the TRTA Convention and, if possible, attend the second vice–president session/communications at the Spring Conference;
8. Perform other assigned duties to fulfill the objectives of TRTA.