

Job Description for the Indiana State Office of 1st Vice President

DKG

1st Vice President

The first vice-president shall:

- **Serve as chairman of the Educational Excellence Committee.**

The committee shall be responsible for professional/personal educational sessions at the conference and convention.

The committee shall be responsible for acquainting the chapter committees with materials and ideas which implement the International program focus.

The committee shall collect two (2) copies of each chapter's yearbook for distribution to the president and the Educational Excellence committee.

- **Conduct meetings if the president is unable to attend.**
- **Attend the Leadership Development sessions held prior to the Northeast Regional Conference for Educational Excellence Chairmen.**
- **Perform other duties assigned by the president or the Executive Board.**