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### **SEGS Vice President List of Duties**

1. Serve in the capacity of the President when the President is unavailable.
2. Plan, advertise to members, and coordinate at least two field trips, preferably in the spring and fall, which should include Society business meetings.
3. Draft field trip notice and registration, and waivers (SEGS and venue[s]) forms for distribution to members and website posting by the President, or his delegate.
4. Following field trips, write a summary with photos for the website Events page.
5. Prepare and send letters for field trip attendees that need evidence for some State P.G. licensure continuing education credits.
6. Plan to accept anticipated nomination to serve as President after serving as Vice President.
7. Identify and mentor a candidate for the following year Vice Presidency.
8. Serve as Field Trip and Nominating Committee Chair.