*.First and Second VP*

 *First vice-president. In addition to the duties outlined in the International* *Constitution, Article VI, Section C 2 a, and Minnesota State Organization Bylaws, the first vice-president shall:*

*a. send a notice requiring an RSVP to the executive board members, at least three weeks prior to board meetings;*

*b. line up/help to seat the chapter presidents or substitutes and past state presidents for the presidents’ parade/recognition at the state convention;*

*c. chair any ad hoc committees as assigned by the Minnesota State Organization president and submit a report to the executive board; and*

*d. serve as liaison to the International Education Excellence Committee (E.E.C), which also supports S.E.E. (Supporting Early-Career Educators), and as United Nations Liaison (see next page for more information on E.E.C. and U.N. Liaison.*

*e. In coordination with the immediate past state president, annually renew the name MN-DKG with the Minnesota Office of the Secretary of State. The first vice-president will list the president’s address as the business address; and contact the treasurer to send in the payment.*

*Second vice-president. In addition to the duties outlined in the International Constitution, Article VI Section C 2 b, and Minnesota State Organization Bylaws, the second vice-president shall:*

*a. serve as Legislative Liaison (see next page for more on Legislative Liaison):*

*1) The legislative liaison includes serving as the state U. S. Forum Representative, as described in the International Constitution, Article V, Section D.6.b.*

*b. create name cards and set up the room for all executive board meetings;*

*c. assist the state hostess at state executive board meetings;*

*d. introduce the past state presidents and chapter presidents for the parade/recognition of presidents at the state convention; and*

*e. send birthday greetings to chapters, acknowledgement cards to members or chapters who send special gifts or memorials to state funds, sympathy cards to chapters and families who have lost a loved one. Thank you and congratulatory cards shall be sent when directed by the president.*

**Second Vice-President:**

* 1. **The legislative liaison includes serving as the U. S. Forum** **Representative.**
		1. **The legislative liaison shallshare with the membership any legislative bills/issues at the state and federal level that relate to education, children, and women, being careful to provide factual information and not a partisan viewpoint.**
		2. **As the U. S. Forum Representative, forward to membership information about the U. S. Forums at international conferences/conventions and about the National Legislative Seminar held in Washington D. C. in even-numbered years.**

**First Vice-President:**

* 1. **The Educational Excellence Committee (E.E.C.) Liaison also serves as the U. N. Liaison.**
		1. **The E.E.C.’s goals are to:**
			+ 1. **empower women through leadership opportunities;**
				2. **engage educators in purposeful programs and projects;**
				3. **create global involvement, and**
				4. **Support Early-Career Educators (S.E.E.)**
		2. **The U. N. Liaison shall:**
			+ 1. **forward to the membership pertinent news about Delta Kappa Gamma initiatives/efforts at the U. N.;**
				2. **provide information to help teachers introduce the U. N. into the classroom; and**
				3. **provide information from Committee on Teaching About the United Nations (CTAUN) that holds annual workshops, seminars, and conferences.**