

**ORANGE COUNTY CHAPTER OF CALIFORNIA SOCIETY OF ENROLLED AGENTS  
STANDARD OPERATING PROCEDURES - SECOND VICE PRESIDENT**

**I. POLICY**

- A. It is the policy of the Orange County Chapter to elect a Second Vice President whose primary function shall be to assume the duties and responsibilities of the First Vice President in his/her absence.

**II. RESPONSIBILITIES**

- A. Assume the responsibilities and perform the duties of the First Vice President in his/her absence.
- B. Be the cognizant Officer for the standing committees assigned to this office by the President and serve as liaison between these committees and the Chapter Board of Directors.

**III. DUTIES**

- A. The Second Vice President shall:
  - 1. A. Be prepared to assume the responsibilities of the First Vice President and to perform his/her duties whenever the First Vice President is prevented from so doing.
  - 2. B. Be cognizant of and monitor the progress of all the standing and task force committees assigned by the President, offering suggestions, and making recommendations that will be beneficial to the membership of the Chapter.
  - 3. C. Recommend the establishment of specific task force committees and their objectives and composition, as appropriate.
  - 4. D. Coordinate the details, in conjunction with the First Vice President, of the monthly membership meetings and the annual membership meeting.

**IV. PROCEDURES**

- A. The Second Vice President shall:
  - 1. Assume the responsibilities and duties of the office following installation.
  - 2. Become especially familiar with the Chapter Bylaws and those of the California Society of Enrolled Agents and of the National Association of Enrolled Agents. Familiarity with all Standard Operating Procedures, especially of those cognizant standing committees, will be extremely beneficial toward the performance of the duties of this office.
  - 3. Establish procedures to monitor the progress of the standing and task force committees assigned to this office.

4. As directed by the President, coordinate with the First Vice President to perform the necessary activities for the conduct of all monthly and annual membership meetings. These tasks shall include, as a minimum, the following:
  - a. Prepare and maintain a Permanent Dinner Reservation list which is renewed each fiscal year.
  - b. Take monthly Dinner Meeting reservations and report projected attendance to the Reservation Hostess at the Dinner Meeting site and to the Speaker who can prepare sufficient handout material.
  - c. Arrange for registration desk duty to be manned early enough to take attendance, collect meeting dues, and distribute meeting material to attendees. All monies collected and a copy of the attendance list are transferred to the Chapter Treasurer.
  - d. At the end of the Dinner Meeting, arrange to collect all Meeting Evaluation forms, CCRA forms correctly filled in, and the CTEC Tracking Sheet. Make a "Continuing Education Sponsor Report," with attachments (attendance list, CCRA forms, CTEC Tracking Sheet, Meeting Evaluations, three copies of the syllabus) and submit to CSEA.
5. Maintain a record of all activities of the Second Vice President and turn over this record to the succeeding Second Vice President after his/her installation.

*August 1988; Amended 8/21/2001*