## **Vice Chairperson**

- 1. Shall serve in the absence of the Chairperson.
- 2. At meetings, assists Chairperson in following of Robert's Rules of Order.
- 3. Shall serve as Literature person for IG. This includes ordering literature for Super Saturdays and other events, as well as setting up the literature for sale at these same events.
- 4. Kansas Day Coordinator
- 5. All other tasks that are expected of IG Board Members, such as look over agenda sent by Chairperson prior to the meeting to help make sure all relevant issues are on the agenda, collaboratively giving input on various issues that are put forth to the IG Board, etc.