

Association of Painting Craft Teachers

Brief Notes of Guidance for Vice-Presidents.

1. The Vice-President may be called upon to 'chair' local/area or National (General) meetings either in the absence of the President or on the invitation of the area meeting.
2. The Vice-President may be asked to deputise for the President at a function organised by a kindred organisation to which the APCT President is unable to attend either through illness or because of another engagement or some other reason. *i.e.* The P.D.A. Annual Conference Dinner.
3. The Vice-President is expected to attend as many Regional meetings as he/she possibly can and especially those held in his own or adjacent areas.
4. The Vice-President should initiate an appeal (usually by mail) to National P.& D. Manufacturers, Merchants and Firms known to him/her in his/her locality, in order to raise funds to assist his/her Presidential Installation expenses. (Without 'sponsorship' the cost of the A.G.M & Annual Dinner tickets to members could be prohibitive and some A.G.M or Annual Dinner activity might have to be curtailed).

Each successive Vice-President will normally assist his successor by providing a list of 'sponsors' and sample appeal letters. but where a Vice-President is reluctant to appeal locally the National Secretary could undertake the task through consultation with the Vice - President.

5. The Vice-President will select a suitable venue for his installation Dinner which will normally co-incide with the Association A.G.M. The Venue should be chosen within the financial limits of the funds available.
The date is traditionally the Saturday preceding May Day.
It is desirable but not absolutely essential that the venue for the Dinner includes a room for the A.G.M.
6. The Vice-President will not normally claim expenses (travelling) unless he or she *is* acting on behalf of the President, *i.e.* in the President's absence. The Vice-President is entitled as a member of the E.C. to claim expenses to all E.C. meetings.
7. When he/she becomes President expenses are claimable to the A.G.M. at which he/she is 'Retiring President'.