First Vice-President

# The First Vice-President shall:

* + 1. Preside at the Executive Committee meetings.
    2. In the absence of the President or in the event of disability of the President, perform all the duties and functions of the President. During such a period, the First Vice-President shall have all the powers of and be subject to all the restrictions placed upon the President.
    3. Coordinate special projects with the National Office for the BIG NIH Chapter, assemble NIH data and submit periodic reports to the Executive Committee.
    4. Serve as *ex-officio* member of the Program and Planning Committee.
    5. In the absence of the President, countersign with the Treasurer or Financial Secretary, all checks drawn on the BIG NIH Chapter’s treasury.
    6. Serve as a voting member of the Executive Committee.