



Position Description

Position Title

Vice President

Position Duties – general

Attend management meetings and be eligible to vote and assist the President with assigned duties or projects.

Position Duties

- Attend meetings (Management/General/Council) with or on behalf of the President.
- Attend bank to become a signing authority if required.
- Assume the President's duties in the President's absence.
- Assist President with any assigned duties.
- Be a member of the Social Committee and provide back-up to any committee as needed.
- Interact with V.P.'s of other clubs for new ideas and recommendations.
- Every Spring verify who of the current Management Committee is willing to continue for another term. Then, in concert with two Past Presidents, form a committee to discuss and create a list of candidates for the various positions that require filling.
- Work with the aforementioned committee to fill all vacancies then, as explained in the bylaws, introduce the slate of new officers to the management committee in early September.
- Propose the slate of officers to the club at the AGM at the final meeting in September and oversee the election of officers.

Date last updated

February, 2020