



Job Title: Vice President

Responsible to: The President

Qualifications:

- Knowledge and ability to take the place of the President
- Have the ability to lead an organized meeting
- Directors general qualifications
- Ability to communicate effectively
- Ability to be self starting and enlist enthusiasm of membership
- Presides at all Club Meetings when President is absent
- Performs all functions of the President in his/her absence
- Is an AD HOC member of all Committees
- Works closely with the President on all matters

Duties and Responsibilities:

- Serves on the Executive Committee
- Is a member of the Financial Committee
- Works closely with the President in all matters
- Knows parliamentary procedures in accordance with the Roberts' Rules of Order
- Assists the Committees in understanding their responsibilities
- Assumes the responsibilities of the President in his/her absence
- Chairs the Nominating Committee
- Present slate of nominations at the October Board Meeting