



VICE PRESIDENT

In the absence of the president, the vice president shall perform all duties of the president and will move up to club president whenever that seat becomes vacant.

- Attend monthly board and membership meetings as well as the district meetings held in the spring and fall of the year. The officer is responsible for any costs incurred.
- The Vice president is an ex-officio member of the finance committee, is chair of the program committee, and may join other committees if interested.
- Attend the state convention in the spring. The vice president is allocated up to \$150 toward registration, room and board.
- Prepare committee signup sheets for signup day, **JULY MEETING**. Members who do not sign up by September 1 will be called and assigned to two committees at the Vice president's discretion or availability of openings.
- Vice president is chair of the program committee and will help plan programs for the following year, plus venues, and initiate the program/field trip search. **DEADLINE SEPTEMBER 1.**
 - Confirm speakers, dates, topics, and venues for the following year.
 - Make available the "Program Speaker Agreement" sheet to the program committee.
 - When completed by the program committee members, the Vice president is responsible for making sure all details on the "Program Speaker Agreement" are complete and correct.
 - The vice president will collect these sheets by **NOVEMBER 1 DEADLINE**. Copies of the agreement should be distributed to the speaker, the committee member in charge of the speaker, and the vice president.
 - Send the completed "Program Speaker Agreement" forms for all the monthly membership programs compiled in one word document to the president and the webmaster by the **DEADLINE NOVEMBER 15**
 - A month prior to the meeting, reconfirm the date and topic with the speaker, become aware of the AV equipment available at the venue, inquire about AV needs, tables, handouts and provide directions to the meeting place. Verify the length of program setting clear boundaries, obtain a brief autobiography to be used to introduce the speaker, and determine if mileage or other expenses are required of the speaker. There is a \$50 allotment per program speaker unless a larger budget has been approved in advance by the president.
 - Make sure the program coordinator (person responsible for securing the speaker) welcomes the speaker at the door and helps with any set up if needed and helps to dismantle and carry out any props at the end of the meeting with additional help from the program committee if necessary.
 - Remind the corresponding secretary to send a "Thank You" note.
- The vice president needs to be knowledgeable of the NGC, Central Region, and MGC awards that are available, and work with the committee chairs to decide and submit appropriate award applications, and to maintain an updated copy of awards submitted and their dispositions.