

GFWC Rotonda West Woman's Club

FIRST VICE PRESIDENT

JOB DESCRIPTION

Primary responsibility is to be prepared to assume the powers and duties of the office of the president in the case of a vacancy in that office.

Assume the position of the president in her absence from a meeting.

Assist Community Service Chairs with their programs. Be available to the Chairs for their question and needs.

Assist the president with club administration, program promotion and any other responsibilities that the president deems necessary.

Possess a basic knowledge of parliamentary procedure.

Attend the monthly board of director's meetings.

Attend the monthly general meetings.

Be involved with the work and understand the policies of the club.

Assist president in the preparation of the Yearbook

Compose an article for the Chatter **each month?**

Participate in District meetings

Attend Annual Convention and Fall Board

Responsible for ordering name badges for new members

Assist the Second Vice President with orientation as needed.