

FIRST VICE PRESIDENT

JOB DESCRIPTION

- 1 Familiarize self with Robert's Rules of Order and Society By-Laws
2. Oversee all major fundraising projects:
 - Meet with project chairs at beginning of project either in person or via phone or e-mail to be advised of activity;
 - Attend project chairs' meetings as necessary;
 - Assist chairs with projects as requested;
 - Receive periodic reports of activity;
 - Receive and file report at close of project.
3. Select and Chair or Co-Chair one major fundraising event.
4. Familiarize self with all other activities of Society including all offices and their duties, committees, and projects.
5. Attend all Executive Committee meetings, Board meetings and Luncheon meetings. In the event of your absence at a Board meeting, select one member to vote in your absence and report this to Recording Secretary.
6. Attend and/or conduct any meeting required of President in her/his absence, according to Robert's Rules of Order;
7. Assume the duties and role of President in her/his absence.
8. Assist President in decision making.
9. Acceptance for this position is for one (1) year.
- 10 Ascension to President Position for the next season is expected.

2015 Revision

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