

SECOND VICE-PRESIDENT

JOB DESCRIPTION

1. Familiarize self with Robert's Rules of Order and Society By-Laws;
2. Submit, in writing, a report to the Recording Secretary and to the President, of activities for each month and a verbal report to the Executive Committee and the Board.
3. Chair (or co-chair) a major fundraising project (or, oversee the project, in the event that another society member assumes the chair of the major fundraising project).
4. Oversee and co-ordinate all non- fund raising committees. Attendance at meetings of these committees is not imperative.
5. Assist with any events as requested by the President or by an event chairman.
6. Attend all Executive Committee, Board Meetings and luncheon meetings. In the event of an absence at a Board meeting or luncheon meeting, appoint a member to report and vote on any issue. Notify the recording secretary of the member who will vote in your absence.
7. Attend any meetings expected of the 1st vice-president in his/her absence.
8. Assume the responsibilities of the 1st vice-president in his/her absence.
9. Submit a report, following the April meeting, to the president of all activities and also to the Historian for archiving.
10. This position is for a one (1) year term. If asked, the 2nd vice president may move upward to the position of 1st vice president. Except for unexpected circumstances, this ascension is encouraged.

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