



Established September 2014

Job Description

Vice President: Responsibilities include, but are not limited to:

Monthly:

- Attend board meetings. Set the meeting agenda and preside over meetings if the president is absent.

Bi-monthly:

- Communicate with the program chair and facilitate the set-up for large group meetings.
- Attend all sew-ins on opposite months.

On-going:

- Look for continuous improvement suggestions and bring these to the attention of the board.
- Facilitate guild challenge or round robin projects.
- Research, organize and execute special events as needed within policy and budgetary guidelines (i.e. IQF bus trips, retreats, etc.) or find someone else to do so.
- Create and print the large group meeting agenda handout, unless the president prefers to do it.
- Work closely with all board members to promote the mission, membership and financial goals of the guild.
- Represent and support the guild in a positive way throughout the community whenever possible.
- Potentially be in training to take over the role of president when the current officer rotates off the board.

Revision (bsb) 2016-10-01