



## Responsibilities – VICE PRESIDENT

- 1) Fill in for the President for any required duties: Chairing committee meetings, chairing general club meetings, helping out with any other duties. (See President's Responsibilities for further detailed info).
- 2) Help with emails to both committee and president email addresses either by responding or forwarding to the committee member who is in charge of that section.
- 3) Be an active committee member willing to help out in any areas required.
- 4) Attend monthly Committee meetings (scheduled every 2nd Wednesday of the month) and report on any relevant information.
- 5) Attend monthly Members meetings (scheduled every last Wednesday of the month).