

## Vice-President Duties

### DUTIES:

- A. Responsible for knowing the duties of the President. Assumes duties for the President when the President is absent at a General meeting or Board meeting.
- B. As Chairperson of the Program Committee, the Vice-President, or designee, shall be responsible for scheduling a speaker for each General meeting, except for those meetings which have pre-assigned programs.
- C. Responsible for coordinating information regarding the General meeting programs to the Library staff, Publicity Committee, Web Master, and Newsletter Editor for the purpose of notifying the membership and the public.
- D. Attend General meetings and announce the speaker and upcoming programs, and organize and set up the meeting room. If unable to attend, the Vice-President shall find a replacement.
- E. Attend Board meetings and report on upcoming programs.
- F. Make an annual report to the President, when requested, prior to the May Annual Meeting, which includes year's programs and any other pertinent information affecting successful turnout at the monthly programs.

### PROCEDURES:

- A. Obtaining Speaker:
  1. Vice-President, with the Program Committee, will encourage inputs regarding speakers from the membership.
  2. Obtain contact information from the speaker after getting a commitment, and send Speaker Form, map, and letter with details immediately. Ask for a short biography from the speaker for publicity.
  3. Let speaker know there is a stipend with the following criteria: No stipends given to in-county TCGS members; \$25 stipend given to out-of-county TCGS members; \$25 stipend given to in-county TCGS non-members; and \$50\* stipend given to out-of-county TCGS non-members. \*This does not preclude, as circumstances dictate, offering additional money either as speaker fee, mileage, or overnight accommodations, with board approval.
  4. Make sure the requested equipment is available at the General meeting, including the sound system. Ask speaker if they will need to have copies made for handouts.
  5. Contact the speaker one month before the General meeting, as a reminder.
  6. Greet the speaker the night of the program and help set up, if necessary.
  7. Introduce the speaker with a short biography.
  8. If a stipend is given, have a check available from the Treasurer at the end of the program.
  9. Mail/give a thank you letter to the speaker.
- B. Publicity:
  1. Supply information about the program for the Publicity Chair and Web Master at least three weeks before the meeting.
  2. Supply information about at least two months of programs to the Newsletter Editor no later than the set deadline.
  3. Send email meeting reminder at least one week before the upcoming general meeting program to TCGS Library staff for distribution to local Society members.