

SECOND VICE-PRESIDENT

The second vice president will handle the following activities throughout the year.

PROCEDURES:

1. Determine the date and place of the meetings of the board and club. Meetings of the club will normally be held on the fourth Tuesday of March through October and on the second Tuesday in November. Board meetings are to be held at 10 a.m. on the morning of the regular meetings except for the Honors' Luncheon usually held in August. The date and place for that board meeting will be set by the current president.
2. Secure the meeting place for the board and general meetings. Reservations for the meeting places need to be made in the fall of the prior year so that this information can be given to the 1st vice president for the yearbook.
3. Secure hostess committee chairperson for all meetings, except for the Honors' Luncheon. Prepare and put out sign-up sheets for all members to sign up for one month to serve on the hostess committee. See that the chairperson meets with her committee and to plan for the luncheon for their month. Hostess chairperson should assign someone from her committee to be a greeter and also set up a table reserved for guests and new members.
4. Help to determine what awards that the club should apply for. Assist the committee chairperson in submitting the award to the proper person at the proper time.