

FIRST VICE-PRESIDENT

In the absence of the president, the vice-presidents in their order shall perform all duties of the president.

The first vice-president will be the liaison to the committee chairs to guide them in developing monthly programs.

Any proposed changes or additions to the Policy & Procedures manual should be given in writing to the first vice-president for tracking and review.

The first vice-president will be the liaison to the yearbook editor to guide the development of the yearbook.

The first vice-president will move up to the club president whenever that seat becomes vacant.

PROCEDURES:

1. Prepares committee sign-up sheets for sign-up day. **JULY MEETING** Members who do not sign up by September 1 will be assigned to two committees at the first vice-president's discretion or availability of openings.
2. Committee chairs are selected by the first vice-president and president. **DEADLINE SEPTEMBER 1**
3. First vice-president will call a committee chair meeting to organize and to initiate the program/field trip search. **DEADLINE SEPTEMBER 10**
4. Make available to the committee chairs the "Speaker Contract" sheet and the "Program Worksheet." When completed by the chair, collect these sheets (and designated number of copies) by **DEADLINE NOVEMBER 1** Four (4) copies of each are needed: one each for the speaker, the committee chair, the first vice-president and for the yearbook editor.
5. With the help of the second vice-president determine venues for meetings.
6. With the help of the committee chairs and the president decide upon "Open and Closed" meetings.
7. The first vice-president is responsible for making sure all details on the "Speaker Contract" and "Program Worksheet" are complete and correct.
8. Gives the yearbook editor copies of ALL MONTHLY PROGRAM WORKSHEETS for publishing in the yearbook. **DEADLINE NOVEMBER 1**

NOTE: THESE PROCEDURES ARE ON A TRIAL BASIS FOR TWO YEARS. WE WILL EVALUATE THEM AT THE END OF THE SECOND YEAR OR BEFORE IF NECESSARY.