

1st Vice President

The 1st Vice President is an elected member of the Executive Board

- ❖ Plans programs for each guild meeting when there is not a workshop or other established event.
 - This is usually 9 programs a year.
 - July – Program
 - August - Program
 - October - Program
 - November – Program/Pie social
 - December – Program/Christmas
 - January – Program
 - February - Program
 - March - Program
 - June – Program/ Annual Birthday Party
 - Communicate with Executive Board regarding plans and approval of programs.
 - In the event that the 2nd Vice President has a scheduling conflict with a workshop, there should be some flexibility with dates of event.
 - If food is being served, communicate with Hospitality chairperson to coordinate event
- ❖ Inform membership, Newsletter and Publicity chairpersons about upcoming events in a timely manner.
- ❖ Tracks and limits costs of programs to allotted budget
- ❖ Ensure that contracts are properly executed, filed and a copy given to the President and Treasurer
- ❖ Responsible to coordinate the creation of a quilt to be presented to the President at the end of the term. The quilt should be a group effort among all Board members.
- ❖ Authorized to cosign checks in the absence of the President