

## **Duties and Responsibilities of the Vice President HSWWC**

In addition to assuming the duties of the President in her absence or inability to serve the Vice President will also be responsible for the following:

Duties include but not limited to:

1. The Vice President will be a member of the Board of Directors of HSWWC and attend monthly board meetings. She will assist the President/Co President in all planning of activities for the club. She will work on any special projects as decided by the President and the Board.
2. The Vice President will choose and manage the Refreshment Committee Chairperson giving support and assistance as necessary. (See Guidelines for Refreshment Chairperson)
3. The Vice President will be responsible to provide all Luncheons and/or Brunches for the membership. This will include, The Welcome Back Luncheon in September the Christmas Luncheon in December and any other Luncheons or Brunches as deemed necessary by the Board.
4. The Vice President will be responsible to provide a program for some monthly meeting as requested by the Board. This program can be entertainment or educational.
5. The Vice President will take up a collection from the membership to purchase a gift for the outgoing President (when she completes her term)