

SANTA CLARA VALLEY QUILT ASSOCIATION
DIRECTORS: FIRST VICE - PRESIDENT

TERM: 2 years

The First Vice President shall:

- Stand in as a temporary administrator in the absence of the President
- Oversee facility contract for General meetings
- Work with facility and Program VPs to set schedule for General meetings
- In coordination with Program VPs, submit the calendar of events to the facility for General meetings and classes if held at the same facility
- Maintain a file with the Guild's copies of the facilities contracts
- Attend Board meetings
- Attend General meetings
- Oversee set up and layout of General meeting vendors and exhibitors
- Arrive at General meetings in time (1 hour prior to start) to insure proper set up of General meetings
- Keep job descriptions updated
- Work with Treasurer to co-sign checks on behalf of the Association
- Manage the Association's storage sites and keys
- Keep an accurate record of expenses relating to this position
- Present a budget to the Treasurer for your position for the following year by August 1st