2/6/2022

**DIRECTORS: FIRST VICE PRESIDENT**

TERM: 2 years

Changes to Job Description due to Covid-19 pandemic and the inability to hold in-person meeting:

All jobs described below that are in *italic font* are suspended until in-person meetings can occur again. Jobs that are unaffected by the inability to meet in person or are new due to inability to meet are **bolded**.

The First Vice President shall:

**• Stand in as a temporary administrator in the absence of the President;**

• **Oversee facility contracts for** *General meetings and other* **ongoing SCVQA activities***, such as* **Community Quilts***, Quilting 101 and the Speaker Workshops;*

• *Work with facilities and Program VPs to set schedule for General meetings and other ongoing SCVQA activities;*

• *In coordination with Program VPs, submit the calendar of events to the facilities for General meetings and other SCVQA activities;*

• **Maintain a file with the Association’s copies of the facilities contracts.**

* **Submit to the Treasurer, during the first week of each month, invoices for the room rentals to be used by the Association for the coming month. This includes room rental for** *the general meetings, Speaker Workshops,* **Community Quilts** *and Quilting 101;*

• *Oversee set up and layout of General meeting vendors and exhibitors*;

* *Manage the calendar of visiting Opportunity Quilts at General Meetings;*
* *Manage the calendar for Affiliate pop-up booths at General Meetings;*
* *Manage Lost and Found items after General Meetings, put notice in Newsletter about Found items;*

• *Arrive at General meetings in time (1 hour prior to start) to ensure proper set up for General meetings; notify facility in advance, if any special AV equipment is needed by the guest speaker*;

• **Keep job descriptions updated; initiate a review of all job descriptions each January. Add record retention requirements to all relevant Board Member’s job descriptions using document retention standards for California Nonprofits;**

• **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.;**

* *Update any security codes as needed for facilities used by SCVQA, specifically update in January the lockbox codes for the Westhope facility;*
* **Initiate searches for rental space as requested by the Board or the President;**
* **Attend Board meetings;**
* **Attend General meetings.**

Record Retention Requirements:

Permanently retain-

* Contracts and leases still in effect

Retain for 10 years-

* Contracts or leases (expired) from the date of expiration
* Discard contracts or leases that have expired more than 10 years ago