

Duties of Vice President

- Fill in for the President if/when the President is not available for guild meetings, board meeting or other guild activities.
- Complete Membership each year
 - Determine what members will/will not review their membership.
 - Maintain a membership waiting list (if applicable)
 - Contact potential new members when number of openings is determined
 - Coordinate with Newsletter chairperson re: putting membership form in May newsletter
- Set up Attendance Sheets for members to sign at each meeting and track number of meetings attended. Requirement for membership, each member is required to attend a minimum of 4 meetings per year.
- Set up Show & Tell registration and subsequently run Show & Tell at the designated time at the Guild meeting.
- Set up Guest Registration at each meeting. Provide a temporary name tag for each guest. Collect \$3 fee from each guest and give to Treasurer. Announce the name of the guests at the General Guild meeting and welcome them to the meeting. Keep a log of guests to monitor their eligibility for attendance at only 2 guild meetings per year.
- Do a Drawing for the door prize at each meeting. Have someone draw a number from the number box. Door prize is given to VP by Treasurer who purchases a door prize each month.
- Attend Board meetings and collaborate with the board on various ongoing issues and projects.
- Provide back-up to the President as needed.