

Vice-President

The Vice-President is an elected officer of the Guild. The duties and responsibilities of the Vice-President, as designated in the Guild By-Laws, are as follows: *To perform the duties of the President in the temporary absence of that officer. The Vice-President shall form and oversee a By-Laws committee to initiate an annual review of the By-Laws, an annual review of the Guidelines for all Board and Committee chair positions and preside over either the daytime or evening meetings in the absence of the President. In the event of a vacancy in the office of President, the Vice-President automatically becomes President, and a new Vice-President shall be elected.*

Duties occur throughout the year and include, more specifically, the following:

1. To perform the duties of the President in the temporary absence of that officer.
2. To assume duties of the President if that position becomes vacant.
3. To initiate an annual review of the By-Laws as well as Guidelines for Board and Committee positions. To maintain updated copies of these documents and ensure that current versions are posted to the website.
4. To organize the gift of appreciation for the outgoing President.
5. To attend and participate in all Business and General Meetings.

Last Updated – April 2024