

Embroiderers' Guild of Victoria

Position: Vice President

- Assume the duties and exercise the powers of the President in the absence or disability of the President
- Attend evening and executive meetings
- Acquire a working knowledge of the guild and EAC policies and procedures in anticipation of assuming the presidency
- Attend any EAC meetings in the absence of the President
- Plan the program for the evening meetings for the year
- Publicize the programs in the newsletter and announce at evening meetings
- Liaise with the Treasurer to ensure any payments are made for programs
- Contact speakers at least one week in advance to check on details such as transportation, times, equipment needed, etc
- Ensure speaker is introduced and thanked
- Write thank you notes for speakers and obtain cards if necessary from Card supply
- Maintains set of keys to cupboards at St. Aidan's church
- Prepare annual report