

Position: 1st 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 the Prairie Pacific Regional meeting in the absence of the President.
- Attend the EAC spring Board meeting in the absence of the President.
- *Working with the Education Director 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 stitched cards from Card supply.
- Maintains set of keys to cupboards at St. Aidan's church.
- *Prepare annual report*