

# **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 guild and executive meetings
- Acquire a working knowledge of the guild and EAC/ACB policies and procedures in possible anticipation of assuming the presidency
- Attend any EAC/ACB meetings in the absence of the President
- Plan the program for the monthly guild meetings for the year. Coordinate with the Education Director regarding any visiting teachers being able to give a talk during their time in Victoria.
- Publicize the monthly programs in the newsletter and announce at guild meetings
- Liaise with the Treasurer to ensure any payments are made for programs
- Coordinate with special event coordinators. Represent them at all exec meetings if they are unable to attend.
  - Be sure they have been given the financial spreadsheet package.
  - Be prepared to present their budgets to the executive.
  - Oversee the event evaluation process.
- Coordinate the SIG Annual report submission and summary of these for the newsletter
- 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
- Prepare annual report