

## **JOB DESCRIPTION – HAAQG BOARD CHAIRS**

**Title:** Vice President

**Duration of Job:** One Fiscal Year (June through May)

**Average Number of Hours Per Month:** 3 plus Board/Membership meetings

**Last Updated:** 4/04/2010

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**Description of Committee Function** – please be specific:

- Attends all Executive and regular Board Meetings
- Recruits quilt holders for Show and Tell
- Flash lights 5 minutes before start of General meeting and 5 minutes before break is over, as a reminder for members to take their seats.
- Answers web site correspondence
- Fills in for President as needed in accordance with Robert's Rules of Order.
- Works with the Newsletter chair to review and edit articles for the Newsletter; can assist with creation, proofing, and mailing of newsletters as needed.
- Chairs committee for finding a new meeting place if the need arises
- Consults with President as needed.
- Assists Nominating Committee as requested.
- Creates notes for the next Vice President.
- Takes minutes at appropriate board meetings when Secretary is not available
- Arranges a backup to perform duties in case chair is not able to perform duties.