

VICE-CHAIR

The chief function of the GAWN Vice-Chair is to support the Chair in her leadership role and assume her duties in her absence. Attendance at all luncheon and board meetings is expected.

Monthly Luncheon Meeting

BEFORE:

- Print out a copy of the door prize list and member spotlight form to bring to the luncheon.

DURING:

- Assume duties in absence of Chair.
- Oversee volunteer(s) to collect business cards for door prize and member spotlight drawings at luncheon meetings.
- Preside over door prize and member spotlight drawings during each meeting.
- Keep a written record of door prize and member spotlight winners. Give or forward the list to the Web Admin for publication on the GAWN web site immediately following each luncheon.
- At conclusion of meeting, ensure all GAWN possessions have been picked up and removed.

AFTER:

- Report to Board any comments from members regarding the food or facilities.
- Be sure to forward the door prize and member spotlight list to Web Administrator.

Monthly Board Meeting

BEFORE:

- Confirm with Chair whether any backup is needed for upcoming meeting.

DURING:

- Assume the duties in absence of Chair.
- Serve as the official timer during reports given by the Board.

AFTER:

- None.

OTHER ANCILLARY DUTIES

- Review Vice-Chair job description and duties and update as necessary before end of term.