

## TO DO LIST - 2ND VICE PRESIDENT

### ACTION NECESSARY

#### MONTH

##### May

First Monday of the month, attend Board of Directors Meeting. Organize plans for Programs for next season including prospective speakers and preparing contracts. Review plan with Board of Directors at May BOD meeting, including approved Programs budget. Beginning in May prepare contracts and obtain signatures of GCGC speakers. Prepare and finalize description and schedule dates for inclusion in YB. Email copy to 1st VP for inclusion in YB. Note: final input for YB is due by end of July. Second Monday of the month attend the last general meeting for the season.

In election year (odd years) provide newly elected 2nd VP with training including pertinent information for assuming role as of June 1st (position description and to do list). Ensure newly elected 2nd VP receives support/guidance for his/her program plans for next season.

##### October

First Monday of the month, attend BOD meeting. Second Monday of the month, attend general meeting. Oversee all Program activities taking place at general meeting (program speaker arrival, program speaker set up and clean up, introduction of program speaker, etc.). **(Our understanding is to oversee only what speaker might need for set up, etc.)**. Provide agreed upon fee if applicable. Send thank you note to program speaker following event. **(These last two items should follow any month having a speaker.)**

##### February

Begin researching programs for next season's general meeting. Draft program ideas and descriptions for BOD review and input. Include proposed expenses for these programs for the next season.