

MADISON CATHOLIC WOMAN'S CLUB

VICE PRESIDENT/CO-VICE PRESIDENTS

1. Attend as many Madison Catholic Woman's Club Board of Directors (BOD) and General Meetings as possible during two-year term.
2. Officiate in the absence of the president/co-presidents.
3. Assist the presidents/co-presidents with arranging location for all general meetings.
4. Check with committee chairmen to confirm that letters have been sent to location directors verifying reservation dates for meetings.
5. Give a list of meeting places for the following year to the president/co-presidents by June 1 for the membership book.
6. During the second year of term, following the Spring Celebration and with outgoing president/co-presidents, arrange for transition meeting of old and new board members.
7. During the second year of term, after nominees have been named and with the help of the outgoing president/co-presidents, select any new committee chairman for the following two years.
8. Assist the president/co-presidents in any way possible.
9. Purchase gift for outgoing president/co-presidents (budget allowance \$50.00 each).

Revised: 05-31-2012