



1st VICE-PRESIDENT JOB DESCRIPTION

- I. Assume duties of the President in the absence, incapacitation, or resignation of the President.
 - A. Assist the President in preparing for meetings, coordinate with board members.
 - B. Assist the President in getting reports from board members and/or committees.
 - C. Preside at the meetings in the absence of the President.
- II. Chair the Bylaws Committee.
 - A. When the bylaws need to be reviewed and/or revised, develop a committee comprised of board members.
 - B. Preside as chairperson for the Bylaws Committee throughout the review process to completion.
 - C. Report the progress of committees and final determination to the President and the Board.
- III. Oversee special projects and committees.
 - A. Act as chairperson when a committee is developed.
 - B. Recruit board members to work on special projects and committees.
 - C. When there is a committee position vacancy, reach out to those members who have volunteered for that committee on the membership roster, to ask if they will step into the role.
 - D. Develop budget for projects as approved by the Board.
 - E. Act in an advisory capacity to committees requesting help and/or participation in committee meetings.
 - F. Responsible for special tasks that do not require a committee, i.e., ordering supplies, purchase for potluck dinners, etc. Responsible for special requests the President makes, as approved by the Board.
- IV. Ensure that each officer, committee chair, and appointed official keeps current descriptions of their responsibilities and activities.
 - A. Each officer and committee chair shall submit a current job description to the Vice-President.
 - B. Each officer and committee chair shall submit to the Vice-President an addendum or correction to their responsibilities as they change.
- V. E-mail communication exclusively through BAGS e-mail address vicepresident@txbayareagen.org.
- VI. Attend a majority of the board meetings.