



## **2nd VICE PRESIDENT JOB DESCRIPTION**

- I. Responsible for programs for meetings and seminars agreed upon by the Board. Included in those responsibilities are:
  - A. Annually providing the Treasurer with an itemized budget estimate for the position of 2nd Vice President, including all expected expenses for the upcoming year.
  - B. Scheduling speakers for various genealogical/historical topics at each of the monthly meetings.
  - C. Notifying speakers of expectations of the society, allowances, travel information and meeting arrangements.
  - D. Negotiating an appropriate fee and travel expenses as necessary for each event while remaining cognizant of budgeted expenditures throughout the year.
  - E. Obtaining a biographical article and recent photo of each speaker for inclusion in the appropriate media channels.
  - F. Providing speakers with copies of advertisements related to their program.
  - G. Determining the necessary audio/video equipment required for each program and notifying the Board for approval of any expenditures and arrangements.
  - H. When planning a seminar, providing registrants with appropriate forms and lunch choices for the event and planning for the lunches to be delivered to the meeting venue on the appropriate date and time.
  - I. Scheduling the dates and meeting facilities including the necessary room configuration with an appropriate facility representative for meetings and seminars.
  - J. Notifying the Treasurer to prepare a check in advance of the meeting as required. If appropriate arrange for a gift to the speaker from the Society for presentation upon completion of the program or seminar.
  - K. Provide other assistance as required to support programs and events.
- II. E-mail communication exclusively through BAGS e-mail address [vicepresident2@txbayareagen.org](mailto:vicepresident2@txbayareagen.org).
- III. Attend a majority of the board meetings.