

# **PALISADES WOMEN'S CLUB JOB DESCRIPTION**

Updated January 2018

## **VICE PRESIDENT**

Performs duties prescribed under The Palisades Women's Club Bylaws, Article V, section 3, ("General Executive Board Duties"), and such other duties as may be prescribed in the Bylaws or assigned by the PWC or the Executive Board.

## **INTRODUCTION**

The Vice President is responsible for establishing the yearly calendar, developing meeting agendas, and presiding in the absence of the President. Assists the President, as needed, throughout the year.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Attends all General and Executive Board Meetings.

Establishes the yearly calendar in coordination with the Executive Board and the Palisades Country Club to obtain meeting plans and communicate room set up and arrangements. Calendar is established in advance of the May Board Meeting so that it may be approved and provided to the Historian for posting on the website. Meetings are usually held August through May as follows:

- Board Meetings - Last Wednesday of the month
- General Meetings - First Wednesday of the month, alternating lunch and dinner meeting times, with the exception of October when the meeting is held on the second Wednesday of the month. The dates of other meetings may be rescheduled with Board approval due to calendar or location conflicts.

Develops meeting agendas in coordination with the Board and shares with attendees in advance of the meetings. Agendas for both types of meetings are usually shared the Monday before the Wednesday meeting. The General Meeting agendas are also posted on the website by the Historian.

Coordinates with Board Members to obtain the number of attendees and their intent to eat lunch at the Board Meetings and communicates attendance information to the Club. In addition, coordinates with the Club to obtain the menus for the General Meetings and provides to Historian for posting on the website.

In support of the General Meetings, arrives early to ensure all details are in place and agenda information has been provided. Open and close the meetings with reminders of upcoming meetings or other information, as appropriate.