



EGC Job Description: 1st Vice President
Date Approved: 5.23.2016
Revision Dates: 8.15.17

General Summary:

The First Vice President is responsible for organizing the programs for the membership; covering for the President, should that be necessary; arranging field trips if needed; and overseeing the Sharing our Gardens program.

Responsibilities:

- 1) Program Speakers
 - a) arranges for speakers for our monthly meetings;
 - b) sends information to:
 - i) Tech Officer for updating website and for insuring access to laptop for presentation slides;
 - ii) Newsletter editor re: speakers and EGC program activities;
 - c) sends them thank-you notes;
 - d) works with the Treasurer to compensate them with a program honorarium, after their programs.
- 2) Coverage for President
 - a) conducts the business of the Club during the absence of the President. If the Office of the President becomes vacant, the 1st Vice President acts as substitute for the President or remains as a substitute until a new President is voted in.
- 3) Field Trips
 - a) makes arrangements for any field trips.
- 4) Sharing our Gardens
 - a) coordinates the "Sharing Our Gardens" event in the summer if our membership is interested in participating.
- 5) Major Events
 - a) with other board members, organizes, plans, and establishes committees to work on major events (Garden Tour, Holiday Party, etc.).
- 6) Shares information with Treasurer for updating Registered Agent status for 501C3 purposes.
- 7) Board position's notebook
Maintains, updates, and passes on to next board member in this position – a notebook which explains in detail how to do the business of the specific board position, including any relevant documents and materials.
- 8) Financial Policies, Guidelines, and other documents (every two years review and revise)
 - a) EGC Charitable Giving Policy.
 - b) EGC Cash Reserve.
 - c) EGC Conflict of Interest policy
- 9) During the summer, provides orientation and training to the incoming 1st Vice President and attends the summer Board meeting.