



EGC Job Description: 2nd Vice President
Date Approved: 5.23.2016
Revision Dates: 9.01.21

General Summary:

The Second Vice President is responsible for overseeing the membership process and producing the Membership Directory; covering for the 1st Vice President, should that be necessary; and various responsibilities of committee work.

Responsibilities:

1. Membership
 - a. Business Members:
 - i. Keeps logos up-to-date, and ensures dues are paid.
 - ii. Recruits new Business Members and ensures their dues are collected.
 - b. All Members:
 - i. Starts filing membership forms for paid members in June into the Master File and makes a new PAID Membership roster for the year.
 - ii. Updates Membership form with new year's date and distributes the form to the Welcoming Committee for availability on meeting dates. (Completed New Membership forms are returned to the 2nd Vice President and information is shared with the Treasurer.)
2. Membership Directory
 - a. Produces and maintains the yearly Membership Directory of all PAID members for the current year.
 - b. Produces updates for the Directory throughout the year as needed.
 - i. Gives updates to the Welcoming Committee to have at the general meetings for members to add to their Directory.
3. Birthday List
 - a. Keeps an updated Birthday list.
 - b. Provides the Technical Officer with a list each month of members having birthdays that month for inclusion in the meeting slideshow.
4. Committee assistance
 - a. Helps the Hospitality Committee as needed throughout the year.
 - b. Assists any other Committee that seeks assistance.
 - c. Informs the Public Gardens Coordinator of names of new members for assignment to an Evergreen Garden Club Garden.
 - d. Ensures that the EChO table is set up for each meeting and collected funds are handed over to the Treasurer (or assigns a member to coordinate this task).
5. Assisting the Board
 - a. In the absence of the President, the 2nd Vice President will fill the role of the 1st Vice President at general meetings or events as needed.

6. Board position's notebook:
 - a. 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.
7. Financial Policies, Guidelines, and other documents (every two years review and revise)
 - a. EGC Charitable Giving Policy.
 - b. EGC Conflict of Interest policy
8. During the summer, provides orientation and training to the incoming 2nd Vice President and attends the summer Board meeting.