

# Longmont Genealogical Society

## Job Description and Procedures

Job Title: VICE-PRESIDENT - Elected Officer, Board Member

Job Description: As per Bylaws and Standing Rules

Web Site: [longmontgenealogicalsociety.org](http://longmontgenealogicalsociety.org)

Job Responsibilities:

1. Serve as Program Chair.
2. Assume the duties of the president in the absence of, or at the request of, the President.
3. Plan the January and February programs for the coming year.
4. Assist the president as requested.
5. Provide the Quarterly Editor and Publicity Chair with a calendar of upcoming programs.
6. Attend monthly board meeting.
7. Provide four copies of year-end report to Procedures Chair for distribution.
8. Turn over materials and information pertaining to your office to successor.

Procedures:

1. May appoint assistants to be in charge of the following sub-committees:
  1. Seminars
  2. Programs and Speakers for general membership
  3. Physical arrangements and equipment
2. Receive funds for:
  1. Speaker honoraria
  2. Cost of reproducing handouts
  3. Other expenses
3. Offer the speaker a one-year honorary membership in lieu of a fee

Further details may be obtained from your predecessor.

Revised 1995, 1997, 2010, 2011, 2013, 2015, 2018