

SECOND VICE-PRESIDENT - SOCIALS

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the President;
4. Shall coordinate programs for NCSC sponsored socials;
5. Shall be responsible for finding vendors for each socials;
6. Shall gather “talking points” and announcements for monthly socials from Governing Board Members;
7. Shall maintain a position profile within VMIS and record monthly volunteer hours;
8. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
9. Shall maintain a detailed monthly record of all income and expenses related to position;
10. Shall not go into a binding contract for the North Country Spouses Club;
11. Shall maintain NCSC emails that are provided for this role;
12. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review.
 - c. Notebooks and all job materials shall be given to successors at the joint Governing Board Meeting in May.
13. Shall be authorized to co-sign all checks in excess of three hundred and fifty dollars (\$350) in the absence of the president and 1st VP;
14. Shall work closely with Reservations, Hospitality, and Community Outreach for events.