

SECTION II. FIRST VICE-PRESIDENT

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 assist the president in all functions of the NCSC, assume the president's duties in her absence, and succeed to the said position should a vacancy occur;
5. Shall be responsible for coordinating Welcomes and Farewells for the Commanding General Spouse, Division Command Sergeant Major Spouse, Deputy Commander of Operation Spouse and Deputy Commander of Support Spouse;
6. Shall be responsible for selecting a token of appreciation for the President;
7. Shall maintain and update board notebook to include;
 - a. Complete job description 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-related materials shall be given to successors at the joint Governing Board Meeting in May
8. Shall maintain and report a detailed monthly record of all income and expenses related to the position at each board meeting;
9. Shall maintain a position profile within VMIS and record monthly volunteer hours; Shall assist the treasurer and perform said duties of the treasurer in her absence.
10. Shall be authorized to co-sign all checks in excess of two hundred dollars (\$200) in the absence of the president;
11. Shall plan and coordinate with Parliamentarian a Changeover Ceremony to be conducted at the May Luncheon;
12. Shall be bonded;
13. Shall be at all fundraising events to facilitate building and property access;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall be responsible for organizing and coordinating major fundraisers. The Governing Board may approve any additional fundraisers and additional chairpersons to oversee;
16. Shall be allowed to appoint a committee chairperson for each fundraising event. Committee members shall have no vote at Governing Board meetings. Suggested Chair Positions: Tree and Wreath Auction and Spring Fundraiser;
17. Shall deposit monies with Treasurer within 7 days upon receipt;
18. Shall ensure compliance with Fort Drum's fundraising rules and regulations;
19. Shall work closely with Donation Coordinator-Fundraising, Reservations, Social, Hospitality, Volunteer Coordinator, and additional chairs for fundraising events and various projects.