

### SECTION III. SECOND 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 Board;
3. Shall assume any duties deemed necessary by the president;
4. Shall coordinate programs for NCSC sponsored luncheons;
5. Shall be responsible for finding vendors for each luncheon;
6. Shall gather “talking points” and announcements for monthly luncheon from Board Members;
7. Shall maintain a position profile within VMIS and record monthly volunteer hours;
8. Shall maintain a detailed monthly record of all income and expenses related to position;
9. Shall not go into a binding contract for the North Country Spouses Club;
10. 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.
11. Shall be authorized to co-sign all checks in excess of two hundred dollars (\$200) in the absence of the president and 1st VP;
12. Shall work closely with Reservations, Hospitality, and Community Outreach for events.