

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 coordinating the NCSC participation of the International Food Festival;
7. Shall be responsible for selecting a token of appreciation for the President;
 - a. Shall maintain and update Board notebook to include;
 - b. Complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - c. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review.
 - d. 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 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 be bonded;
12. Shall sign for all keys issued to the NCSC by the Building Representative for Building T- 604;
13. Shall issue the keys to Board Members based upon need;
14. Shall inform key holders of their accountability to their issued keys. If keys are lost, the key holder will be held responsible for the cost of replacing each lock that the key fits;
15. Shall maintain building key;
16. Shall be at all fundraising events to facilitate building and property access;
17. Shall not go into a binding contract for the North Country Spouses' Club.