

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 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
6. Maintain a detailed monthly record of all income and expenses related to position at each Governing Board Meeting;
7. Shall be responsible for finding vendors for vendors for each luncheon;
8. Will gather “talking points” (announcements) for the luncheon from Board Members;
9. Shall not go into a binding contract for the North Country Spouses’ Club.