

VICE PRESIDENT

Assist President with his/her roles and responsibilities

Shadow President to ensure a smooth transition from VP to President

Fill in during the President's absence

Serve as the website contact for online and offline surveys and if necessary for all other website matters per request of the President

With the assistance of the Event Coordinators call on businesses to solicit door prize donations if requested by the board

If VP/Event Coordinator is requesting prize donations: speak to the owner/ manager and call or visit for a decision later

Collect and store donated items if any until awarded with the assistance of the Event Coordinator

Report to board which items will be awarded at each meeting

Provide vendor names to webmaster for posting if necessary and approved by the board

Provide secretary with list of donations received if any along with company, contact information for sending Thank you letters

Seek assistance from other board members in soliciting door prizes as necessary

Present the door prizes if any at the general meetings once tickets have been drawn by the 50/50 Coordinator