

Chapter Vice Presidents, Day and Evening

Purpose:

These positions serve as the primary points-of-contact for each of the two PSQG chapters.

Term and Qualifications:

Elected for a one-year term. There is no limit on the number of terms. The current Nominations Chair may not be on the slate for this office.

Major Responsibilities:

1. Serves as a member of the Executive Board of Directors.
2. This position holds one voting position on the Executive Board of Directors.
3. Attends all Executive Board and Board of Directors meetings or submits a written report.
4. Presides over appropriate chapter meetings
5. With counterpart, creates a joint agenda (same agenda for both chapter meetings).
6. Gives a report about the meetings at the next Board meeting.
7. Serves as the liaison between Chapter members and the Guild Board of Directors.
8. Arrives one hour before a Chapter meeting. Ensures that the meeting room is unlocked, accessible to attendees and appropriately arranged. Ensures that the sound system is working, seating is appropriate, and tables are set up for membership, education, library, workshop sign-ups, and others as needed.
9. Remains until all business is completed. Ensures that all equipment is put away as necessary, storage is secured, and room is left in an orderly fashion. At night, locks outer door. (If a workshop follows the day meeting, the Programs V.P. will ensure that the door is locked.)
10. In rotation with the President, writes lead article for monthly newsletter.
11. Maintains a list of the committee's Guild-owned property and provides a copy of the list to the Secretary. The list may be electronic.
12. Regularly checks the Boards email account for committee related correspondence.
13. Uploads electronic documents to the Guild's electronic document repository (Google Docs or similar).
14. Submits a year-end written report to the Board annually.
15. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
16. Annually reviews its own position description and recommends changes as needed to the Board.