

## **EXECUTIVE COMMITTEE Guidelines: 1st VICE PRESIDENT**

### **MEMBERS**

First Vice President

### **PURPOSE**

The First Vice President shall serve as liaison between the President and the Committees assigned. He/she shall advise and assist in the work of those committees. The tradition of KGC is that the First Vice President is considered a president-elect for a two-year term and is expected to take the position of President.

### **SPECIFICS**

First Vice President— Fundraising & Membership: Coordinates with Committee Chairs on two crucial aspects of a non-profit service organization. Coordinates with Committee Chairs on special events.

The 1st Vice President's responsibilities include:

- Fundraising: Estate Sale, Wreath Sale, Fashion Show
- Membership: Hostesses, Membership Committee, New Member Social, Dues Renewal
- Special Events: Bus Trips, Holiday Luncheon, Summer Potluck Picnic

### **PROCESS**

The term of 1st Vice President, an elected officer of the Executive Committee, shall be for one year and shall begin June 1 and end May 31 in the following year. To provide a rotating committee, no member of the Executive Committee shall serve longer than two consecutive terms in the same capacity, except for the Treasurer, who may serve not to exceed five consecutive terms. These officers, together with the chairs of the Standing Committees, shall constitute the Executive Board. The Board shall have power to transact all regular business meetings of the club and shall have power to fill vacancies in its own body, such appointments to continue in force until the next regular election.

All Executive Board members have equal standing. All Executive Board positions carry a responsibility to be informed and to vote. In order to facilitate information for the purpose of a board meeting, Vice Presidents would coordinate with all chairs involved in their organizational responsibilities to encourage participation; or, if the chair is unable to attend, ask if any reports are available for presentation for consideration.

### **CLUB BENEFIT**

The 1st Vice President will provide leadership for Kent Garden Club, organized exclusively for charitable and educational purposes, in consideration of club history, through current activities and to the benefit of the organization in the future.

### **MEMBERSHIP BENEFIT**

By providing an example of positive leadership in accordance with constitutional goals for Kent Garden Club, members may be encouraged to serve in club leadership roles.

### **COMMUNITY BENEFIT**

Serve as a spokesperson and liaison between the public and membership in the absence of the President, if necessary.