

RAINDROP VICE PRESIDENT / PRESIDENT ELECT JOB DESCRIPTION

(Revised July 2023)

I. Composition

The Vice President / President Elect position is an elective position to the Executive Committee. The position of Vice President / President Elect is attained from nomination and election as stated in By-Law Article V. The Vice President / President Elect serves for one year and the following year assumes the position of President of the Raindrop Decorative Painters Organization. The Vice President / President Elect serves as an aide to and a stand in for the President, presiding in the President's absence or whenever requested to do so by the President. Therefore, the Vice President / President Elect should be familiar with all the Organizations By-Laws. It is a requirement that the Vice-President have full time access to a computer, and have adequate computer skills to send, receive, edit, and save documentation in accordance with customary practice requirements as applicable. The ability to manage virtual meetings using Zoom or an equivalent virtual platform is also required. (will be taught)

II. Accountability

The Vice President / President Elect is accountable to the Executive Committee

III. Responsibility

a. Signing Authority - the Vice President / President Elect must sign and approve any Requisition or Reimbursement Forms, prior to the President writing checks in the absence of the Treasurer(s).

b. In Person Meetings – the Vice President / President Elect is responsible to secure a meeting place with dates and times booked for a minimum of one year in advance – as appropriate for in person meetings. All details should be submitted to the Newsletter Editor for inclusion in the newsletter and to website manager for online posting and inclusion to annual calendar.

- a. The Vice President / President Elect is responsible for setup and take down, including arriving approximately one hour before a scheduled business meeting with proper access & supplies, to open the doors, arrange seating and tables needed to accommodate all committees and members accordingly. Assistance should be

solicited from chapter members as needed.

- c. **Nominating Committee Support** - The Vice President / President Elect shall assist the Nominating Committee in finding suitable candidates for all open positions in the upcoming year.
- d. **Presidents Parting Gift** - Arrange for appropriate departing gift within given year's budget, to be awarded at the December meeting. The gift may include the payment of a Membership to the Raindrop Decorative Painters for the upcoming year.
- e. **December meeting** - Organize the December Christmas meeting event including securing the location, obtaining proper deposits, arranging for activities such as table arrangements, handmade gift exchange, etc.
 - a. If an in-person event is not possible, the Vice President is responsible to organize an online meeting event to include transition of executive and committee positions.
 - b. Awards and gift exchange activities will be modified as appropriate to the circumstances
- F. **Records:** Keep a permanent record for the next Vice-President which includes copies of all documents from or to the Executive Committee and the Organization.