

## **Position Description**

### **Vice President**

#### **Position Purpose/Overview:**

The position of Vice President is an elected position. This person becomes a voting member of the OCC board of directors. Preside in the absence of the President or his/her inability to serve. The Vice President will chair the Program Membership committee

#### **Duties & Responsibilities:**

- 1) Attends Monthly Board Meetings
- 2) Conducts the business section of the Club's Board meetings in the absence of the President.
- 3) Chairs the monthly General Meeting and is responsible for coordinating speakers and presentations for the meetings.
- 4) Submits a monthly article to the Newsletter Editor to introduce the upcoming general meeting program to include a profile of the guest speaker. Newsletter deadlines are set forth by the Newsletter Editor
- 5) Updates the Club's online calendar with the upcoming meeting information as submitted to the newsletter.
- 6) Ensures equipment required for presentation is available at General meetings
- 7) Attends weekly club meetings
- 8) Ensures email announcements of meeting are scheduled to be sent to club members

#### **Zoom Meetings:**

When the Olympia Camera Club needs to use the Zoom platform, the Vice President will host the platform during General meetings. The Vice President may have to meet with speakers prior to the meeting to ensure a smooth operation of the Zoom platform.