

## Lower CT Valley Leadership Position Descriptions

**Position: Vice-President**

**Elected**

**Board Member**

**Term: One Year July 1 through June 30**

**Term Limits: Four consecutive one-year terms**

### **Responsibilities**

- 1. Develops Candidate Slate for Board Officers positions.** Selects Officer Nominating Committee from the membership (January). Develop a slate of Board officers for the following year. Present the officer candidate list at the March or April Branch meeting. Conducts the officer vote at the May Annual Meeting.
- 2. Recruits Interest Group and Committee leadership. Ensure groups run smoothly and activities are communicated in a timely way.** Current Interest Groups include two Book Discussion Groups, Cultural Arts, Hiking, Mah Jongg and Gourmet Club. Accepts and reviews requests for additional interest groups. Committees include Program and Hospitality Committees.
- 3. Manages September Potluck Meeting/Picnic.** Organizes events sign up for appetizers, mains, and desserts for meetings. Coordinates with the Hospitality Committee.
- 4. Reserves locations for all Board Meetings and monthly Branch meetings.** Maintains communications with Acton Library and Old Saybrook Parks and Recreation staff. Requests required equipment. Communicates with the Program and Hospitality Committee about needs.
- 5. Assists the President** with requested special tasks and duties.