

SKIWI SKI & SOCIAL CLUB
VICE PRESIDENT JOB DESCRIPTION

1. To assist the president in all presidential duties.
2. In the absence of the president – to assume the presidential role in presiding over the general meetings and the board meetings.
3. To have one vote on the Board of Directors.
4. To attend all general and board meetings.
5. To fulfill all duties as assigned by the president.
6. To be current on all club procedures.
7. To be familiar with all club events and activities.
8. To run or delegate someone to run the annual board election.
9. Maintain Club Inventory