

FIRST VICE PRESIDENT
Job Description
2015-2016

Acts as the Social Chairman for the HSC. Oversees the Social Committees. Is a member of the Executive Board. Has voting privileges. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to the President.
2. Attends all Board Meetings and all other regular or special meetings of the Hurlburt Spouses' Club.
3. Carries out the responsibilities and duties of the office as stated in the HSC By-Laws and Constitution, Operating Policies as well as in this Job Description and Calendar.
4. Is a member of the Constitution, By-Laws and Operating Policies Committee.
5. Is a member of the Budget Committee.
6. Coordinates with the President and Programs Chair the calendar for the Board year to include Board Meetings and Luncheon/Function dates.
7. As social chairman for the HSC, First Vice President assumes or appoints duties when Social Committee Chairmen are absent. Coordinates and oversees any planned HSC social functions. A social function may include a lunch, coffee, special activity social event, special farewell, or welcome event.
8. First Vice President is familiar with the Job Descriptions of and works with the following Chairmen to organize social events, both formal or informal for the HSC:
 - a. Ways & Means
 - b. Programs
 - c. Membership & Hospitality
 - d. Reservations
 - e. Special Activities
 - f. Historian
 - g. Publicity (which includes The Sound and Website responsibilities)
9. Calls the above Chairpersons the week before the Board Meeting for any motions, agenda items (i.e. old and/or new business), and attendance plans. Contacts the President with these additions and information.
10. Acts as liaison between the President and these committees. It is your responsibility to keep the President informed on any issues.

11. Coordinates with Programs Chairman and Membership & Hospitality Chairman to plan for the arrival and departure of Honorary Officers and distinguished visitors for any social functions that arise during the year.
12. Serves as or designates the HSC Property Custodian.
13. Keeps an inventory of all the HSC Property including our Silver, Holiday Decorations, Photocopier and other insured property. You may have Second VP assist with documentation process.
14. Purchases Appreciation gifts for any Board Member or Advisor that may leave during the year (with at least 6 months' service). Coordinates this with the President.
15. Purchases the President's Appreciation gift with the approval of the Executive Board.
16. Coordinates with the Historian about the scrap book/journal for the outgoing President and Honorary President.
17. Performs the duties of the President in her absence. Per the HSC By-Laws, Article IV, Paragraph D., if vacancy occurs in the President's position, you may assume the office of President without a separate vote, if you so desire.
18. Assists the President at all times and maintain a working knowledge of all HSC activities.
19. Contacts the outgoing Social Committee Chairmen to make sure they set up meetings with their incoming chairpersons before the May Board Meeting. Make sure all notebooks have been transferred to incoming Board Members. Follow-up with incoming Board Members. These individual pre-meetings insure continuity to hopefully overcome information problems experienced in the past. Strongly encourage incoming and outgoing members to attend May's Combined Board Meeting.
20. Submits a monthly written report via e-mail to the Secretary by 12:00 noon Friday before the Board Meeting. If report is not submitted by e-mail before the meeting, please bring copies to the meeting for all Board Members. Report should include details or activities for the month. It also lists all income and expenses for the month.
21. Informs the Publicity Chairman, by the 20th of each month, of any information to be included in the Sound HSC Newsletter or on the website.
22. If any expenditure is incurred, First Vice President submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
23. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the Budget Review Meeting.
24. For historical data and continuity of information, First Vice President submits a separate "After Action Report" to the President and Honorary Presidents detailing information

corresponding to any special activities/duties (i.e. any special information that would make future projects easier).

25. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.
26. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
 - b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
27. Contacts the chairperson filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
28. Thank you for volunteering and have a terrific year.

(Revised 03/14)