

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: FIRST VICE - PRESIDENT

TERM: 2 years

The First Vice President shall:

- In the absence of the President, (serve in the order of that office ? and) perform the duties assigned to the President.
- Be responsible for contracting with the facilities at which we meet.
 - Consult with Second and Third Vice Presidents and the person in charge of Quilt till You Wilt, (determine) regarding the calendar for the year.
 - Submit (a) the calendar of events to the churches, including programs, classes, and (tie-ins) other activities.
 - Make sure dates are accurate on the respective contracts.
 - Sign the contracts.
 - Maintain a file with the Guild's copies of the facilities contracts.
- Submit a calendar of board meetings to hosting quilt shops.
- Attend all Board meetings.
- Keep job descriptions updated.
- Be authorized to co-sign checks of the Association.
- Manage all the physical equipment of the Guild.
- Manage the Association's storage sites and keys.
- Maintain current inventory of the Association's equipment and know where the Guild's physical equipment, such as the speaker system, is kept.
- Keep an accurate record of expenses relating to this position.
- Present a budget to the Treasurer for your position/committee for the following year by August first.