

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: FIRST VICE-PRESIDENT

TERM: 2 years

The First Vice President shall:

1. In the absence of the President, serve in the order of that office and perform such duties assigned to the President.
2. With Second Vice President, determine the calendar for the year.
3. Submit a calendar of events to the church, including programs, classes, and tie-ins.
4. Submit a calendar of board meetings to hosting quilt shops.
5. Attend all Board meetings.
6. Keep job descriptions updated.
7. Be authorized to co-sign checks of the Association.
8. Manage all the physical equipment of the Guild.
9. Manage the Association's storage sites and keys.
10. Maintain current inventory of the Association's equipment.
11. Keep an accurate record of expenses.
12. Present a budget to the Treasurer for your position/committee for the following year by August first.

Contacts: Church: Doug Brooner (408) 377-9053  
The Granary: Paula (408) 7 35-9830  
Prairie Queens Quilt Shop: Debbie (408) 206-4616

Reviewed 2006