

2. The Vice-president shall:
  - A. Perform the duties of an absent President and whatever duties assigned or required to aid the President.
  - B. Have show/membership forms and flyers printed.
  - C. As long as Sun Lakes Arts & Crafts Association has responsibility for the display cases located in the lobby of the Sun Lakes I Clubhouse, the Vice President will maintain or appoint a chairperson to maintain the display.
  - D. Be responsible for the creation of a Nomination Committee.
  
3. The Secretary shall:
  - A. Be responsible for keeping all usual records and record the minutes of membership and Executive Board meetings.
  - B. Handle correspondence at the direction of the President of the organization.
  - C. Keep the membership informed of all correspondence.
  
4. The Treasurer/Membership Chairperson shall:
  - A. Receive all monies and pay all bills.
  - B. Maintain accurate and current records.
  - C. Maintain a petty cash fund of \$25.00 to pay for such miscellaneous items as photocopies and supplies.
  
5. There shall be three (3) appointed Show Chairpersons each responsible for the show in his/her respective phase with the other two to act as assistants.

The Show Chairperson shall:

- A. Arrange tables for the show on lay-out sheets.
  - B. Provide table lay-outs for members.
  - C. Order rental tables if needed.
  - D. Arrange with Phase management for set-up.
  - E. Arrange with Security for patrol if needed and opening of colors.
6. The Publicity Chairperson is an appointed position. The duties are:
    - A. Prepare press releases and distribute to appropriate news media.
    - B. Distribute show flyers to selected Clubhouse locations for display.
    - C. Be responsible for the design, placement, updating and storing of all signs and banners.