**Board Member Duties**

**Vice Chairman**

1. Assume Chairman’s duties in the event of the Chairman's absence.

2. Research all Community Grant Requests and ensure that all required information is attained, prior to the Board meetings.

3. Present Community Grant Requests at monthly Board meetings.

4. Shall inform the organization, in writing, if the request is approved or denied. If more information is needed for the Board to vote on the request, the Vice Chairman will be required to investigate the request further.

5. Prepare documentation for Manager to issue Community Grant checks.

6. Maintain a log of Community Grant Requests and grants for three (3) years prior.

7. Chair the Scholarship Committee.

8. Will be a voting member of the Board.

9. Members of the Board of Directors with voting privileges will be prohibited from acting as regular volunteers within the Thrift Shop. Board Members will be invited to participate in special events hosted by the Thrift Shop including but not limited to Saturday Sales, Flee Market, and/or celebrations. The Thrift Shop Manager may request conditional approval for volunteer assistance from the entire Board of Directors should an emergency and/or special occasion require such support.