

WWN Policies and Procedures Manual
Section 5
Vice President
October 24, 2023 Rev 1

Duties, Policies and Procedures Pertaining to The: Vice President

A. Duties

1. Provide a speaker or some type of program for the general meeting.
2. Send the information to the Newsletter chairperson.
3. Publicity Chairperson. The Vice President to introduce the speaker or program.
4. The Vice President has check signing authority.
5. Conduct the board meeting or general meetings in the absence of the President.
6. Provide assistance to the President whenever it is needed.
7. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

B. Procedures

1. Contact the speaker and request a 25-to-30-minute program.
2. After contact with a speaker has been made, send a confirmation letter or e-mail with the date and time.

C. Policy

1. Speakers/Presenters should be of wide interest to the group and not be commercial or controversial. WWN does not provide retainers or speaker fees.
2. There will be requests from members to have people speak at the meeting. Many of these requests will be seeking commercial or charitable causes. At the August 2018 Board meeting the Board decided that speakers at the General Meeting having products, such as book for sale, could have those products available after the meeting. It was also decided that guest speakers could discreetly express their organization's need for volunteers and donations.

NOTE: The WWN BOD must approve any changes to this Document. To change the Document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.