PebbleCreek Quilters Club
Vice President
Job Description

Summary: Assist the president, other club officers and committee chairs in completing their duties as assigned or needed. Serves as a visible leader listening to members to identify needs or opportunities to improve the club. Coordinate the Spring and Holiday luncheons.

Assist the President, Club Officers, and Committee Chairs:

- Serves the President, club officers, committees, and the general membership.
- Learns and helps with the president's duties filling in, as necessary. (Refer to President Job Description.)
- Assist the President with Strategic Planning

Serves as a Visible Leader:

- Regularly participate in education and charity events.
- Greet members at meetings with a focus on integrating new members and their involvement.
- Help identify future leaders.

Coordinates the Annual Spring and Holiday Luncheons:

Refer to the Luncheon Project Form.

Meeting Attendance:

- Attend monthly board meetings. If not able to attend, inform the President in advance and submit any report you may have.
- Attend monthly general meetings. If unable to attend, submit your report.

Bob's Variety Discount Cards:

Obtain cards each fall and distribute them to members at meetings.

Other Duties as Assigned:

As a PCQ Board Member, you need to be flexible and responsive to the needs of the club. You are encouraged to share your ideas and volunteer, when possible.

Officer Transition:

Meet your incoming replacement to describe your role, review forms used, provide hardcopies/tools required, and answer any questions.