**SVPS PRESIDENT RESPONSIBILITIES**

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|  | **DUTIES /**  **SPECIAL PROGRAMS** | **DATES** | **COMMITTEE** |
|  | President’s Messages for Newsletter | Monthly (except July and August) |  |
|  | Board of Directors’ Meetings | Dec./Jan. and Summer or as needed |  |
|  | Committee Mtgs. (Field Trips, Exhibits, Workshops, etc.) | On-going | Oversee committee to make sure things are on track |
|  | Annual Competition Guidelines and categories | January | Get info to the membership |
|  | BoCoFair (Categories/Guidelines) | January | Get info to the membership |
|  | Club-a-Fair @ Callahan House | February | Oversee event |
|  | Annual Competition (Judging) | May | Selection of judges or delegate this task |
|  | Awards/Potluck | June | Lead meeting |
|  | Scavenger Hunt info to members | June | Previous year’s winner |
|  | Next Year’s Topics/Challenges (at least through the end of year) | June (at Awards dinner) | Topics are selected by Board with suggestions from members |
|  | Boulder County Fair | August | Oversee committee |
|  | Scavenger Hunt – deadline Sept.; Program in October | Summer | Winner from previous year |
|  | Selection of Nominating Committee | October |  |
|  | Nomination of Officers | November | Nominating Committee |
|  | Election of Officers | December | At monthly meeting |
|  | Holiday Party | December | At monthly meeting |
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