**St. Vrain Photographic Society**

**Duties of Vice President**

**The vice president shall be responsible for:**

1. All presidential duties in the absence of the president and any additional duties or responsibilities assigned by the president.
2. If the office of the president should become vacant for any reason the vice president shall complete the term.
3. Participating in executive board meetings and supporting the President in any tasks assigned.
4. [Default – vice president] Planning and scheduling programs, workshops, special and challenge topics (with the Program Committee).

From SVPS Guidelines:

Programs. The programs chair shall be responsible for: (Default is vice president)

A. Planning and scheduling programs and pre-meeting discussions/presentations at regular monthly meetings, communicating with program presenters to provide information and answer questions, and introducing program speakers.

B. Presenting a tentative program schedule for the New Year at the January regular meeting.

C. Scheduling and presenting to the membership any special topics for the year at the January regular meeting.

1. Presenting a tentative program schedule for the New Year at the January regular meeting, to include special and challenge topics, annual competition topics, proposed programs and pre-meeting discussion topics.
2. Arranging for program presenters for the regular meetings, which include making the initial request, sending the presenters information about the club, requesting any information from the presenter to be put in the newsletter, confirming the program and any special equipment needs or requests with the presenter shortly before the scheduled date.
3. Writing and submitting newsletter items on the special and challenge topics, scheduled program and pre-meeting discussion, and any scheduled workshop for each month, as well as any additional information which is pertinent to each month’s topics, program, workshop, and/or field trip.