

Spokane Watercolor Society (SWS)

Job Descriptions Vice President's Responsibilities

Responsibilities include but are not limited to the following

- Support the mission

- Support the vision for SWS

- Uphold the standards, rules and procedures of this organization

- Strive for excellence throughout all facets of what SWS accomplishes

In the absence of the president provide leadership and assume the responsibilities of that position.

Serve as the membership chairperson

- Maintain a current membership roster and addendum online

- Track total membership

- Track signature membership

 - Provide a certificate of achievement for signature members

- Send a welcome letter to new members

- Provide a membership briefing at the general membership annual meeting

 - Include the number of active members and the number of signature members

 - Provides names of new signature members to the membership

 - Maintain attendance records from meetings.

Provide oversight and contact with workshop chairperson

Monitor SWS Email Accounts

- Contact new members through a welcome letter

- Grant access to the "My SWS" pages

- Membership Management

 - Setting goals for recruitment,

 - Provide programs for skills advancement

 - Help other board members with their responsibilities

 - Be sensitive to feedback from members

Maintaining a library sufficient for the Operation of the Vice President's Position

- Bylaws

- Rules and Procedures Information

- Legal documents as appropriate

- Institutional memory master sheet of:

 - Passwords

 - Log-in information

 - Security question answers

 - Uniform Resource Locators (URL)

 - Email addresses

 - Other Information as necessary

Notify the Cheer and Sympathy Coordinator regarding any member issues (with permission of the member)