

VICE PRESIDENT

Job Summary

From the Bylaws: ***“The Vice President shall assume the duties of the President in the absence of the latter. He shall serve as Chairman of the Program Committee”***

Primary Duties and Responsibilities

1. Solicit and schedule presenters for after meeting programs. There are no programs in July, August, and December.
2. Ensure the current and next month after meeting topics are shown on general membership meeting agendas and in the club newsletter, ***The Communicator***.
3. Introduce the topic and presenter for each after meeting presentation.
4. Maintain the club’s SK name plaque by adding the name of each SK member to the plaque. Coordinate with the Secretary to ensure the FCC and ARRL are notified of all SKs.

Estimated time at task.

Daily	none
Weekly	< 1 hour
Monthly	< 1 hour

Preferred qualifications if any

None

Required Skill Level if any

None

Working Conditions

Indoor, office environment