

**Newcomers Welcome Club of Lake Oswego  
Position Description (Rev. Jan 2022)**

**Title: Vice President**

**Elected – Voting Member**

**Term: 1 Year Annual Budget: \$\_\_\_\_\_**

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**PREREQUISITE:**

**DUTIES:**

- Performs the duties of the President in her absence.
- Becomes President in the event the President is no longer able to serve in that capacity and appoints a new Vice President subject to approval of the Board.
- May stand for the position of President in the year following the term of Vice President.
- In conjunction with Directors and Committee Chairs may publicize and assist with organization and planning of special events and surveys.
- Acts as Parliamentarian. The Parliamentarian shall be guided by Roberts' Rules of Order.
- Attend monthly Board meetings, Meet and Greet Coffees and Luncheons.
- Complete a "Position Report" at the end of your term. Make two copies of completed form and distribute one to the President and one to your successor.
- Attend Joint Board Meeting (June), review your position's duties with your successor, and pass all club materials pertaining to your position onto her at this meeting.
- Serves as Chair for Nominating Committee.