

**Vice President**

**Job Description**

**Duties and Responsibilities**

- Discharge the duties of the President, when necessary
  - see President job description for details
- Oversee and record any constitutional changes
  - Make sure members are informed of any changes and that web site is updated
- Attend Executive meetings
- Be present, when possible, at regular meetings and special events
- Assist any of the committees when needed or necessary
- Assist in organizing special events such as demonstrations, workshops, study groups, etc.
  - By participating, the Vice President helps to foster the spirit and mandate of the Society