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| Large Logo Guild.jpg | Vice President  Job Description  Updated November 2016 |

**Description**:

Assist and act in the absence of the President. If the President cannot fulfil the two year appointment, the Vice President will continue as the President until the end of the term.

**Term**:

Two year appointment unless agreed to by the member and the membership to extend the appointment

**Responsibilities**:

1. Chair monthly meeting if the President is unable to attend.

2. Work with the President and Treasurer regarding the finances of the Guild and the annual donation to Nova House.

3. Communicate with the Executive Team and arrange four executive meetings each year.

4. Work with the President to formulate agendas for Guild and Executive meetings.