

# Vice President

## Summary of Job Responsibilities:

The vice president assists the president as called upon, presides in her absence, and oversees the section leaders. She organizes and executes social activities, such as the fall tea and the spring banquet.

## Duties/Tasks:

- Coordinate the fall tea, working with the WCS board to set the date, arrange a venue (usually a member's home), and organize set up and cleanup crews.
- Organize the spring banquet, setting the date with input from the board, and arranging for a venue. She works closely with the venue's banquet personnel regarding the menu, price, table arrangements, and the number of attendees expected.
- Purchase flowers for each concert to present to the conductor, accompanist, and soloists.
- Oversee the section leaders.
- Attend two-hour, bi-monthly board meetings.

## Helpful Skills:

The vice president should be comfortable using the computer, especially e-mail, to communicate with members of the choir about the events she is organizing. She should possess written and verbal communication skills and be willing to listen to others' ideas. She should be organized and able to set and meet deadlines. She should be comfortable talking and exchanging ideas with a wide variety of personalities.

## Time Commitment:

The time commitment varies. While organizing the social events and elections, the commitment could be approximately 2-3 hours a week.

## Elected Position:

Elected annually; however, many in this position serve for two years. This position has also included a co-vice president in years when no one person would be available to serve an entire year. In those cases, one person would organize the fall tea, and one would organize the spring banquet.