

Vice-President Policies & Procedures

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings
- Submit reports to the Secretary at least one week prior to each Executive Board meeting. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall update and maintain the policies and procedures for the position of Vice-President. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Assist the President in performance of her duties.
- Chair Executive Board meetings and coffee mornings in President's absence.
- Will complete the unexpired term of the President of the AWA in the event of her resignation.
- In consultation with the AWA Board, recruit and train volunteers to assist in the overall functioning of the AWA and the AWA Center.
- Shall update and maintain the AWA Front Desk Volunteer Policies and Procedures Handbook. The current Handbook shall also be posted to the appropriate AWA digital location. A physical handbook should be kept at the AWA Front Desk.
- Schedule volunteers at the Front Desk during Center open hours and as needed.
- Ensure Front Desk volunteers understand the AWA Membership categories and keep volunteers aware of the upcoming events, membership fees and discounts, and procedures for the sale of event tickets, etc.
- Ensure that a receipt log and receipt binders are maintained at the Front Desk.
- Shall work with the AWA Special Events Coordinator and Bazaar Coordinator to assist in providing volunteers.

- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.
- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.
- Serve on the Finance Committee.