

JOB DESCRIPTION
Vice President, Capital Calligraphers
2010/11

1. Preside at meetings in absence of President.
2. Arrange for the physical facility for regular monthly and for any special summer meetings.
3. Submit news article to Statesman Journal for the "Happenings" column on the Monday preceding the monthly meetings.
4. Take responsibility for assuring that every member has a name tag and greet them at the door. Retrieve the name tags at the end of the meeting.
5. Assist the President as needed or requested.
6. Pay bills as necessary in the absence of the Treasurer.
7. Submit bills for expenses incurred to Treasurer.
8. Attend and participate in board meetings.
9. Act as chair of the Nominating Committee.
10. Serve as a member of the Executive Board.