



## Vice-President

Term: The Vice-President serves for a term of one year and assumes the role of President the following year.

### Duties:

The Vice-President duties shall include:

- Reserve the meeting spaces for the LOSH Board and General Meetings.
- Attendance at meetings of the Executive board, larger board (including Guild captains) and general members.
- Serve on committees as needed, to include, but not limited to Constitution.
- Plan programming and/or speaker(s) for general meetings, with consideration given to programs that would appeal to the members and be relevant to the threefold purpose of the organization of socialization, spirituality, and service. Contact speaker and communicate details of the meeting, desired length of presentation, etc. Arrange for audiovisual resources when necessary. Introduce speakers with a brief biography or introductory remarks. Send timely 'thank you' to speaker(s) after meeting.
- When needed, develop an 'ice-breaker' activity for each meeting that will help deepen relationships in a fun, interactive way.
- Review financial transactions and balances provided by Financial Reporter monthly or quarterly as needed.
- Compose bulletin announcement for general meetings to include details of any speaker or program, 'Something Extra' collection, etc. Provide to parish office manager (currently Gina Biondillo), by 12 noon on Friday one week prior to the weekend the bulletin is to be distributed.

*Updated 1-2024*