

Executive Board Descriptions

First Vice President – Dean of Chairs

The First Vice President shall serve as the Dean of Chairs and oversee all Club Chair activities and duties. She shall also assume the duties of the President in her absence and be prepared to assist the President whenever called upon. In case of a vacancy in the Office of the President, the First Vice President shall succeed at once to the Office of the President until the next General Meeting, when an election for President shall be held.

The First Vice President Shall Attend all monthly General Meetings, Board Meetings, and the Executive Board Meetings. If you can not attend one of the meetings send a report to the President.

- She shall receive reports from all Chairs and help the President prepare the agendas
- Work closely with the President for she will be mentoring her to be President when her term is over. You also need to be aware of all business and correspondence.
- In the event the President can not attend a meeting she will contact the 1st VP to fill in for her and make sure she has all the information she needs to conduct these meetings.
- Keep the President informed of all chairmen activities and communication.

The First Vice President shall prepare the Annual Narratives and Reports from the calendar year January – December. These reports are due by the first Orange District Council Meeting in January.

- She shall make sure that all the proper report procedures are followed.
- She shall make sure the Club Chairmen and club members are keeping records of volunteer hours, participants, in-kind donations, money donations for all WCOF projects, events and activities to report at the end of the year.
- Establish a procedure to gather all this information on a timely manner.

The First Vice President shall share information received from district chairmen with WCOF Club Chairs and encourage them to participate in Federation activities

As an Executive Board Member you are part of the Budget Committee to establish a budget for the year. The budget needs to be prepared and a vote taken before the Leadership Orientation Workshop in June. The budget will then be presented at the first General Meeting of the club year.

The First Vice President will prepare for and preside over the Annual Leadership Orientation Workshop in June before our June General Meeting.

- Set a date, time, and find a location in plenty of time to invite everyone.
- Make sure all Executive Board members, and all Chairs/Co-Chairs know how important it is to attend this workshop and bring their binders.
- Items to include on the agenda are: present new year meeting programs, budget, projects, fundraising events, Charity of the Year, and any other club activities for the new year.

The First Vice President shall:

- Always keep the lines of communication open.
- Recognize the needs of the clubs chairs; tend to their questions with sincerity.
- Find an answer to questions; do not give a false or incomplete answer.
- Be familiar with Club Bylaws, and all Chair and Executive Board positions and duties.
- Get help from President, Past Vice President, Executive Board Members, Past Presidents, and Orange District Leaders when needing guidance.

The First Vice President shall help fill any Chair positions starting in January to be completed by June 1st so that they can attend the June Orientation Workshop.