

QUAIL CREEK POTTERY AND SCULPTURE CLUB POLICY AND PROCEDURES

VICE PRESIDENT

Policy:

The Vice President assists in carrying out the duties of the President or other officers. The Vice President arranges the time and location of Board meetings. The Vice President maintains a listing of all members.

Procedures:

The Vice President:

1. Maintains close communications with the President in order to remain in touch with all POTS business.
2. In the absence of the President, assumes duties of the President.
3. Arranges the time and location of Board meetings.
4. Maintains a listing of all members, current and inactive, to include name, phone number, and email address; and sends the updated listing to all Board members. Such listing is only used for the Board and the committees' purposes.
5. Verifies results of the election of officers.
6. In the absence of the Secretary, takes minutes at meetings and assists with the duties of other Board members as needed.
7. Oversees that studio equipment is in good working order and submits work order requests to the POA. Informs Board of any

problems, issues or concerns arising from structural or equipment failures.

8. Maintains information on all equipment, including dates of purchase, warranty information, and repairs.