

VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION
OFFICER DESCRIPTION

FIRST VICE PRESIDENT

Purpose

To act in the capacity of and perform the duties of the President in the event the President is unable to perform or is absent from a meeting and to be the presidential nominee at the Annual Meeting.

General Duties

The 1st Vice President should be familiar with the Constitution of the Association.

Is Chair of the Awards Committee and the Curriculum Committee.

Is a member of the Budget Committee.

If assuming the Presidency at the Annual Meeting, the 1st Vice President should:

- Prepare the budget as a member of the Budget Committee and be prepared to discuss the budget at the Annual Meeting.
- Collect the Committee Volunteer Forms for upcoming year appointments.

In August, the 1st Vice President should purchase a plaque of appreciation for the outgoing President.

Recommendations

1. The Executive Board Members at Large should be asked to serve on at least one Association Committee.
2. Any member should serve on no more than two Association Committees.