

# TRENHOLM ARTISTS GUILD

# JOB DESCRIPTION

Job Title	Vice President
Revision Date	September, 2006

Position: Elected and is a voting member of the Executive Board  
Term: 1 year, may serve a maximum of two consecutive terms

Overview: The Vice President presides in the absence of the President. The VP is responsible for developing programs and workshops for the membership.

### Job Functions:

- Conducts meetings in the absence of the President
- Plans 8 monthly programs and at least one workshop per year with the approval of the Executive Board
- Secures speakers for monthly meetings and presenters for scheduled workshops
- Arranges for facilities as needed
- Communicates finalized plans to the Executive Board in a timely manner
- Maintains a list of procedures/tasks associated with the above

### Requirements:

- Strong commitment
- Attends Executive Board meetings
- Attends monthly General Meetings

### Skills/abilities needed:

- Organizational skills
- Communication skills

### Bi-Laws:

Article II, Section 2

“The Vice President shall act as the presiding officer if the President should vacate the chair or be absent.”

Approved by the TAG Executive Board on November 16, 2006