

Vice President Responsibilities and Duties

Overall

- Sits for the President when the President is unavailable.
- All committees, both temporary and standing report to the Vice President.
- Performs other duties as directed by the President.
- Sits on the Board as a voting member.

Specifically

- Assist new board members with initial duties and/or system accesses until they are self-supporting.
- You are the system administrator for the club Google Account. Maintain overall organization of the account, confer with data owners to maintain data folders, and delete obsolete files
- Assist the Secretary, Treasurer, and board members whenever they need assistance with their duties
- Provide board action items to the secretary for board meeting agendas

Specific Duties as follows:

- Check Sequim Pickler Gmail account regularly, ensure mail to the club is forwarded to an action person or respond to the mail yourself. Always copy the pickler account when responding to a member email so that other board members can be aware of the communication
- Assist the Dir of Membership with any file management help required. Send out messages to the membership in absence of the communications director. Whenever sending to the entire SP group membership always use BCC: vice TO:
- Ensure that club events are captured in writing, pictures, and statistics. Normally these duties will fall to the event organizer in charge. However, often assistance is required.
- Coordinate with the Treasurer and Director of Courts to capture annual club play statistics.

Qualities

- Computer skills including word processing, spreadsheet and Google Drive.
- Good administration skills, including word processing
- Excellent organizational skills
- Enthusiastic with a good knowledge of the club and people within it
- Ability to communicate clearly both verbally and written and work well with others