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|  | Friendship Quilters Of Linthicum Guild | Standard Operating Procedure | | Effective Date | Page |
| | | Vice President | FQG- 02 | 10/01/2023 | 1 of 1 |

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| Supersedes | 1/7/16 – Standard Operating Procedure for Vice President of Guild |
| Current and Previous Chairpersons | See Website |
| Job Description | <p>The Vice President will perform the duties of the President in their absence. Responsible for maintaining any assigned budget targets.</p> <p>The Vice President is an Executive Officer of the Guild and will serve a term of two years, not to exceed three consecutive terms. (See By-Laws , Article V)</p> |
| Procedure | The following table identifies the actions to be performed and the individual or function responsible. |

| | Item | Action |
|-----------------------|------|---|
| Vice President | 1. | Will perform the duties of the President in their absence. |
| | 2. | Be responsible for reserving the meeting space (September through June) or coordinating with a designated person. |
| | 3. | Chair the By-Laws revue committee when requested by the President |
| | 4. | Be responsible for Budget projection, evaluation, and presentation to the Executive Board and Membership. |
| | 5. | Be authorized to co-sign checks of the organization. |
| | 6. | Will attend Board and Committee Meetings. |