

LANDLOVERS' VICE PRESIDENT RESPONSIBILITIES

- Assumes all duties of president should president be absent, resign, die or become disabled
- Serves as officer and director of both The Landings Landlovers, Inc. and Landlovers Foundation, Inc.
- Works closely with President
- Establishes places for board meetings
- Signs checks and performs other banking duties as needed or requested (provided s/he has signed signature cards at bank)
- Responsible for maintaining organization of the trailer and the room at The Village Library. These areas store Landlovers supplies and historical materials. Replace "damp-rid" in trailer.
- Responsible for ensuring the web site is updated by working with the webmaster, reviewing site in detail during the summer months and providing and reviewing changes with the webmaster and other board members.
- Responsible for The Salvation Army Red Kettle campaign with The Village Pharmacy in November/December.
- Sits on the Nominating (January) and Grant (March/April) Committees; attends meetings with The Scholarship and Awards Committee (March/April) during interviews with applicants.
- Responsible for Appreciation Event in May to include sending invitations and maintaining RSVP list, space, club, food, coordination of slide show with pictures of grant, award and scholarship recipients, name tags, check-in.
- Purchases President's gift, if applicable.