



20 February 2020

# FIRST VICE PRESIDENT

## 1. PURPOSE:

To provide programs for the General Meetings and conduct meetings in the absence of the President.

### A. Responsibilities

- i. Secure programs for the following year.
- ii. Attend Board Meetings as a sitting member of the Executive Board.
- iii. Provide appropriate persons with program content and any necessary equipment needed.
- iv. Present speakers at the general meetings.

## 2. SKILLS:

Be well organized. Have good communication skills. Able to use computer and texting. Be available to accept calls from individuals in need. Have a general desire to bring interesting programs to Firebelles.

## 3. BUDGET:

As approved by the general membership

## 4. REPORTS TO: PRESIDENT