



January 2025

FIRST VICE PRESIDENT

1. PURPOSE:

Secure speakers and entrainment for monthly General Meetings and conduct meetings in the absence of the President.

A. Responsibilities

- i. Secure speakers and entertainment for the term year.
- ii. Attend Board Meetings as a sitting member of the Executive Board.
- iii. Coordinate with the Food & Beverage department regarding monthly meeting menu
- 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