



SDCWA JOB DESCRIPTION

POSITION	1 st Vice President
REPORTS TO	President
JOB DUTIES	The 1st VP shall assume the duties of the president in the event of absence, incapacity, or resignation of the president. Oversees Chairs for the following areas: Afternoon Tea Committee Chinese New Year's Dinner Hostess Programs
TIMELINE – SDCWA calendar year – July thru June	
June	Identify Chairs and/or Co-Chairs
Monthly Meetings	• When the president is unable to attend monthly meeting, facilitate meeting in their place. • When a committee chair is unable to attend monthly meeting, cover their projects/events as needed, and report out for them.
On-going	Work with chairs and support their needs pertaining to their specific projects or events
PROCEDURE BOOK	• Maintain a procedure book to be passed on to incoming chair. • Update at end of term with step-by-step instructions; electronic files, sample documents.