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# handweavers guild of boise valley, inc.

In addition to the Duties outlined in the Bylaws the Officers will carry out the following:

## **Vice Presidents -- Job Description**

- I. Coordinate with the other Vice President and plan the specific roles each will take for the year.
- II. Plan programs for the monthly meetings.
  - A. Contact program presenters to remind them of the upcoming program they will be presenting. Offer them the handout called "Guidelines for Developing a Program."
  - B. Supply informational write-ups about the programs to the newsletter editor each month in advance so that programs are well publicized.
  - C. Compile a list of programs for the membership handbook, the website and the newsletter.
  - D. Promote upcoming programs at the meetings.
- III. Schedule and plan workshops.
  - A. Plan workshops that will take place in the following year(s).
  - B. Supply informational write-ups about the workshop to the guild, via the newsletter, the website, and at the meetings.
  - C. Promote upcoming workshops at the meetings.
  - D. Refer to the "Guidelines for Planning a Workshop" for details.
  - E. Report to the membership the financial outcome of the workshops.
- IV. Plan mini-workshops, as desired.
- V. Orient the successors.

Revised November, 2008