



VICE PRESIDENT

The Vice President is responsible for:

- ❖ Supporting the President in maintaining the aims of the group; this includes but is not limited to:
 - Handling queries or complaints from members
 - Making calls on policies and practices
 - Promoting the group within the community - this includes the quilting community as well as the local municipalities
 - Attending functions with the President as required

- ❖ Acting as the President if absent, this includes:
 - Chairing Committee Meetings and General Meetings
 - Writing the President's report for the newsletter
 - Handling correspondence on behalf of the President
 - Representing the group at functions, such as Vic Quilters showcase, handing out of quilts to charity groups etc.

- ❖ Developing and maintaining the Calendar of Events for the coming year in collaboration with the President, the Events Coordinator and the Meeting Coordinator

- ❖ Overseeing the Events Coordinator and Meetings Coordinator roles in conjunction with the President to ensure the smooth running of all activities, this includes:
 - Establishing and providing guidelines - particularly the budgets for sub-committees for special events such as BQ Show, Retreat, Bus trip, Desert Island Day etc.