

SACRAMENTO HOME WINEMAKERS, INC.

Position Description

Position Title **VICE PRESIDENT/ PROGRAM CHAIR**

This position is: ☒ Elected OR ☐ Appointed by _____

Term of Office One-year term of office, no more than two consecutive terms. May be shared.

GENERAL DESCRIPTION

The Vice President shall act for the President in the President's absence. The Vice President shall act as Chair of the Program Committee. In the event of a vacancy in the Office of the President, the Vice President shall fill the vacancy. . Created in Bylaws Article V Section 2.

DETAILS OF POSITION

Attend Executive Board meetings.

Lead in planning all general meetings for the year, including the topic for January of the following year.

Submit the year's general meeting schedule to the Executive board; see that the meeting schedule is current and published in the newsletter.

Submit the descriptions of scheduled speakers/programs to the newsletter editor.

Host the speakers at the meetings; introduce speakers to the members.

Draft tentative budget for the year's programs, including dining and entertainment of speakers, and obtain Executive Board approval of same.