

## **Operating Guidelines Vice President**

- 1) Attend all general, board, and special meetings.
  - a) Maintain a key to open the meetinghouse.
  - b) Open meetinghouse thirty minutes before the general meeting start time. It is your responsibility to put out and return the podium and flag which is stored in the storage area at the clubhouse.
- 2) Assume duties of the President when the President is unable to preside.
- 3) May sign checks drawn on the treasury. Checks must be signed by at least two officers; one of the two signatures must be either the President or the Treasurer.
- 4) Order patches by January 6<sup>th</sup> for officers and board members, Rookie-of-the-Year, and Member of the Year, if needed, and any other patch that may be requested for the Anniversary Dinner presentations.
  - a) Patches are done by:

AAA Garments and Lettering Inc.  
9309 La Riviera Drive, Ste C  
Sacramento, CA 95826  
916-363-4590

(Jerry Bengel has been ordering these patches as he lives nearby.)
  - b) Patch is oval, 2" high, 4" wide, dark blue border with white background. For lettering, use black or dark blue to match border.
  - c) Patch price in the past has been approximately \$5.00 per patch. Ask for the invoice amount, take a Capitol A's check, if possible, when picking up the patches. If you prefer, you may pay from your own funds and request club reimbursement.
- 5) Previous Year's Vice President is responsible for the Previous President's trophy to be presented at the Annual Anniversary Dinner.
- 6) Assume Mentor Coordinator Position and perform the following duties:
  - a) Maintain a list of Capitol A members willing to be mentors to new members for the first year of their membership. This list should be updated yearly.
  - b) Maintain a list of new members assigned to each mentor with date assigned.
  - c) Coordinate with the Membership Chairperson to assign a new member to a mentor within one month after they are accepted for membership.

**Side Note: Please contact Previous Year's Vice President if there are any questions regarding these guidelines.**

VP GL Updated 12/5/2017  
Previous update: 7/11/17