

## **LANDLOVERS VICE PRESIDENT**

### **Responsibilities:**

- Assumes all duties of president, should the president be absent, resign, die or become disabled
- Serves as an officer and director of both The Landings Landlovers, Inc. and Landlovers Foundation, Inc.
- Works closely with the President on all issues and communications.
- Establishes locations, dates and times for board meetings and contacts club staff to reserve meeting space.
- Signs checks and performs other banking duties as needed or requested (provided s/he has filed paperwork and signed signature cards at bank)
- Responsible for maintaining organization of the storage facilities:
  - Trailers (Flea Market/Auction Mania supplies) and the box TLA Storage Facility III by the fire station on McWhorter.
  - Replace three “damp-rid” packets in the supplies trailer in the summer months to avoid humidity damage.
  - Provide access to the supplies trailer and the box trailer in the TLA storage area. Secures access through the TLA and keeps a set of keys to both trailers.
  - Provides access to the Landlovers storage room at The Village Library where supplies and historical materials are stored.
- Works closely with the Technical Director and Webmaster
  - Responsible for ensuring the web site is updated as needed
  - Reviewing the site in detail during the summer months and providing changes to the Webmaster and other board members.
- Responsible for coordinating The Salvation Army Red Kettle campaign with The Village Pharmacy in November/December. Seeks volunteers, works with the Salvation Army contact, manages schedules.
- Sits on the Nominating Committee in January.
- Represents the Board at the Grant Committee meetings in March/April
- Attends meetings with The Scholarship and Awards Committee
  - Works with the Technical Director to ensure the application process (Sept.-Nov.)
  - Participates in interviews with applicants. (March/April)
- Responsible for the Appreciation Event in May to include sending invitations and maintaining RSVP list, space, club, food, coordination of slideshow with pictures of grant, award and scholarship recipients, name tags, check-in.
- Purchases President's gift, if applicable.
- Handles ordering board name tags and replacement name tags for members.