

PPWG 2nd Vice President

(Revised April, 2019)

The 2nd Vice President assists the 1st Vice President in developing programs for the monthly guild meetings and serves in the Presidential role in the event neither the President nor the 1st Vice President are available.

Serves on the PPWG Board

Term of office is normally one year and may be asked to serve one or more consecutive years.

Responsibilities

- Serve in the Presidential role in the absence of both the President and the 1st Vice President
- Attend Board meetings
- Communicate with the president, 1st VP and board as required to fulfill the 2nd VP duties
- Request ideas for programs from membership. Programs should reflect the interests of the membership in the areas of weaving, spinning, dyeing or significant fiber related topics.
- Present list of program presenters no later than the August board meet to insure the planned programs are included in the September newsletter and the membership directory.
- Plan Programs for the Guild year, September – May
 - Contract with individuals who will be presenting programs each month using the guild's standard contract to include a list of terms and conditions such as:
 - Fee
 - Date
 - Length of presentation
 - Travel arrangements
 - Any other negotiated conditions
 - Negotiate shared travel and expenses with businesses and other guilds that are sharing a presenter.
 - Coordinate with presenters for their equipment needs prior to the program.
 - Obtain each presenter's biography to include any available website or online reference material.
 - Obtain a program description from each presenter for publicity of their program.
 - If needed, find guild members to host out-of-town presenters for lodging, meals or entertainment.

- Coordinate with Major Workshop chairperson to use Workshop presenter as a program presenter for that month is possible.
- Work with the 1st VP to review the budget this position has created for programs. If approved provide to the Treasurer June 1 for the budget year and when additionally requested for review.
- Work cooperatively with the 2nd Vice President to ensure each can provide backup support as required.