

Granite Mountain Republican Women
Job Description – 1st VP, Programs

The 1st VP shall:

1. Serve as the right hand of the President. Together they will plan and implement programs.
2. Be fully aware of the plans of the organization and be prepared to assume the duties of the President if necessary.
3. Be fully knowledgeable of and abide by the bylaws, standing rules and financial policies of GMRW
4. Oversee programs, workshops & speakers.
5. Make suggestions for programs as well as scheduling all speakers and workshops
6. Write personal thank you notes to all speakers
7. Manage all educational programs
8. In coordination with the incoming elected officers, submit written suggestions for a proposed Program/Education budget to the Budget Committee by November 1st
9. Perform other duties as may be assigned by the President or the Executive Committee or the membership.
- 10.** Shall attend all Executive Committee, Board and general membership meetings unless excused by the President