

AWS

Duties and Responsibilities for the Office of *Vice President*

1. Must be an enthusiastic supporter of club activities including but not limited to the leadership of the club President.
2. Must be fully informed about and conversant with the club rules as well as the constitution and bylaws of AWS.
3. Will attend the board officer's meetings and the general membership meetings at least six times per year.
4. If the President is unable to attend the monthly meetings, the Vice President will lead and preside over the officers' meeting and the general membership meeting.
5. The Vice President will arrange for demonstrations by visiting artists that take place during each membership meeting. This is to include:
 - A. Engage in formal and informal discussions with club members about preferred artists to be invited to do a demonstration of their work.
 - B. Conduct all matters of contact and scheduling of demonstrating artists.
 - C. Report to the general membership during each monthly meeting all pertinent information regarding upcoming visiting artists demonstrations.
 - D. Meet the artist upon arrival at the monthly meeting and assist the artist with any and all matters of set up.
 - E. Introduce the artist to the membership at the beginning of the demonstration.