



"Life's Good in Burnewood!"
www.burnewood.ca

2nd VICE PRESIDENT JOB DESCRIPTION

- Be familiar with the Society's by-laws.
- Attend all executive and general meetings of the Society.
- In the absence of the President, chair monthly meetings.
- Support the President on decisions.
- Coordinate with the 1st Vice President, the Volunteer Appreciation Night held approximately 1 - 2 years.
- Record meeting attendance and distribute program credits awarded each January and June to qualified Executive members.
- Be knowledgeable about all league activities and events.
- Be willing to assist whenever needed.