

## **Friends of the Cape Coral Library**

### **VICE PRESIDENT**

#### **Roles & Responsibilities**

- As voting Board member, attend Board Meetings, (6/year), General Membership Meetings (5-6/yr) and any special meetings that might be called by the President.
- Arrange for Presentations (“Programs”) at the General Membership Meetings and introduce the presenter or speaker at the meeting. A presentation is usually needed for the January, March, September, and November meetings. (Historically, the May meeting is a luncheon, and the July meeting is a roundtable book discussion by attendees.)
- Reserve time on Library Calendar to arrange tables and chairs in Library Meeting Room the day before General Meetings in Jan., Mar., July, Sept., and Nov. After meeting, return tables and chairs to default positions. (VP may appeal for volunteers to set up and teardown.)
- Arrive at General Meetings early to lineup Library personnel if Audio-Visual equipment is required for the speaker. Ensure speaker has appropriate table space and is ready to start presentation at appointed time.
- Create documents using a word processing program and communicate via email.
- Provide a report at Board Meetings on programs scheduled or in the works.
- Submit the name(s) of the speaker(s), the title of the presentation, and a brief article about each upcoming General Meeting to FOCCL Publicity Chair. The article is usually due early in the month prior to that meeting. The article is basis for flyers to be placed in library and eblast to be sent to members, also responsibility of VP.
- Interface with Webmaster on eblasts and changes or updates to FOCCL website.
- Fill in when President is unavailable. It is also expected that the Vice President will assume the role of President should that office become vacant for any reason and that the Vice President will agree to serve as President upon the expiration of the current President’s term(s).