

Operating Guidelines Vice President

- 1) Attend all general, board, and special meetings.
 - a) Maintain a key to and open the meetinghouse'
 - b) Open meetinghouse thirty minutes before the general meeting start time.
- 2) Assume duties of the President when the President is unable to preside.
- 3) May sign checks drawn on the treasury. Checks must be signed by at least two officers; one of the two signatures must be either the President or the Treasurer.
- 4) Maintain and update the President's Book. (e.g. Scrapbook or photobook)
 - a) Add a picture of current President.
 - b) Add a copy of all articles or photos about our club or its members featured in the MAFCA Restorer during the year.
 - c) Present the President's Book to the Previous Year's President at the Anniversary Dinner following the completed year of service.
- 5) Order patches by January 6th for officers and board members, Rookie-of-the-Year, and Member of the Year, if needed, and any other patch that may be requested for the Anniversary Dinner presentations.
 - a) Patches are done by:

AAA Garments and Lettering Inc.
9309 La Riviera Drive, Ste C
Sacramento, CA 95826
916-363-4590

(Jerry Bengel has been ordering these patches as he lives nearby.)
 - b) Patch is oval, 2" high, 4" wide, dark blue border with white background. For lettering, use black or dark blue to match border.
 - c) Patch price in the past has been approximately \$5.00 per patch. Ask for the invoice amount, take a Capitol A's check, if possible, when picking up the patches. If you prefer, you may pay from your own funds and request club reimbursement.
- 6) Previous Year's Vice President is responsible for the Previous President's trophy to be presented at the Annual Anniversary Dinner.
- 7) Assume Mentor Coordinator Position and perform the following duties:
 - a) Maintain a list of Capitol A members willing to be mentors to new members for the first year of their membership. This list should be updated yearly.
 - b) Maintain a list of new members assigned to each mentor with date assigned.
 - c) Coordinate with the Membership Chairperson to assign a new member to a mentor within one month after they are accepted for membership.

Side Note: Please contact Previous Year's Vice President if there are any questions regarding these guidelines.

MENTOR: Updated 7/1/11 Updated 2/19/15 Updated 7/11/17