



Rogue Valley Genealogical Society

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Vice President Position Description

The Vice President is elected by the members of the Society and is a voting member of the Board of Directors. The position shall be for one year. Re-election for additional one-year terms has no limit (Article V, Section 8 RVGS Bylaws).

Responsibilities

1. Assist the President in the performance of their duties.
2. Assume the duties of the office of the President in their absence or upon their inability to perform the duties of the President.
3. Maintain an annual inventory of all assets of the Society, excluding the collection and technology.
4. Act as a signer of checks for the Society.
5. Chair the Long-Range Planning process for the Society.
6. Participate in committees as needed or requested by committee chairs.