

## California Alpine Club

### Volunteer Positions

#### **Vice President Board of Directors**

*The California Alpine Club, established in 1913, is a large and active social club. CAC is also a state of California non-profit corporation and an all volunteer-run organization. without your help we would cease to exist! Because volunteer leadership changes on a regular basis, and the jobs themselves change over time, these Volunteer Position documents are not meant to be a set of rules, but rather they serve as current “best practice” guides. The information has been compiled by individuals who have held a particular position. Reviewing the information will enable an incumbent, possible incumbent, or any interested party to better understand what the job entails. These documents are meant to be updated on a regular basis. The Volunteer Position documents become our institutional memory. Thank you for your service!*

#### ***The CAC Vice President shall:***

***Become familiar with the CAC website at [californiaalpineclub.org](http://californiaalpineclub.org). Help to ensure that all Web-published information regarding and/or affecting your position is kept up-to-date.***

The duties of the Vice President, in the absence of the President exercise the same power and authority as the President and shall preside and act in his/her stead:

1. Preside at all meetings of the Club and of the Board of Directors.
2. Determine the order of business for meetings.
3. Strictly enforce the By-Laws and Robert’s Rules of Order.
4. See that all officers and committees perform their respective duties correctly.
5. Have the power to call special meetings and appoint committees.
6. Inspect and announce the results of all balloting and voting of the Club.
7. May serve as an ex-officio member of all committees except the Nominating Committee.
8. The Vice President may be called upon by the President for special assignments.

Rev. 1 - H. M. Troy

Rev. 2- Graham Forder - Nov 8, 2014

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