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# Palm Harbor Newcomers Club

## VICE PRESIDENT-GENERAL MEETINGS – EXECUTIVE BOARD/ BOARD OF DIRECTORS

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### Term of Office:

One year: June 1 to May 31.  
May be elected to one  
additional consecutive term.

### Purpose:

Organize and coordinate  
General Membership  
Meeting logistics.

### Qualifications:

- Be no more than a seven-year member of PHNC at the time of first election
- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

### Reports To:

PHNC Executive Board  
and General Membership

### Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the Executive Board and Board of Directors.
- Serve as a member of the Budget Committee.
- As necessary, submit budget requests for the position.
- Attend all Executive Board, Board of Director and General Membership meetings.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Collaborate with Treasurer to generate an accurate and complete list of paid monthly luncheon reservations.
- Collaborate with facility staff, Luncheon Program Chair and Table Décor Chair to set luncheon menus, room set up, audio/visual needs and any other required logistics.
- Load menu details to the website luncheon form.
- Notify Website Chair and Chatterbox Editor of set menus at least two months ahead.
- See that luncheon attendee nametags are printed, assembled, distributed and collected.
- As necessary, sign contracts and other binding agreements in the name of and on behalf of PHNC.
- As necessary, write checks in the absence or unavailability of the Treasurer.
- Respond to website “Contact Us” submissions for general meetings in a timely manner and update the entry to show action taken.
- Delegate tasks and projects as appropriate.
- Maintain regular communication with the President, Executive Board and Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- Pass on materials, supplies and records and train successor.