

VICE – PRESIDENT’S DUTIES

1. Attend executive, general, and annual general meetings. Offer support for members, new members, and generally help set up for the meeting.
2. Chair the meetings (executive, general, or AGM) in case of the President’s absence.
3. Be responsible for sending out “sunshine cards” to members who are ill or have experienced illness or bereavement.
4. Support all functions of our club, such as plant sale, annual flower and garden show, garden tours, workshops, etc. whenever possible.
5. Represent the club at external meetings and functions when necessary, including meetings of the BC Council of Garden Clubs. Responsible for taking a raffle prize from SSGC to the AGM of BCCGC.
6. Be aware of the club issues and reply to any member inquiry or concern or direct to the executive as required.
7. Organize volunteers for a phone committee. All non-email members need to be phoned and informed about all information sent out via email to the SSGC membership; this includes notices regarding general meetings, open gardens, workshops, and special notices on any topic.

Revised October 2018