

## Vice President

### Role Overview:

The Vice President supports the President and steps in to fulfill the President's duties when necessary. Additionally, the Vice President may sign contracts and serves on the Executive and Finance Committees.

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### Key Responsibilities:

- **Presidential Support:**
  - Perform the duties of the President in their absence.
  - Accept and execute tasks as assigned by the President or Guild Board.
- **Guild Involvement:**
  - Stay informed about Guild programs and projects by attending committee meetings when possible.
  - Build knowledge of members and their skills to facilitate future leadership development.
- **Administrative Tasks:**
  - In March, remind Guild Board members to review and update their job descriptions, ensuring changes are submitted to the Secretary by early April.
- **Leadership Development:**
  - Assist in identifying and nurturing future leaders within the Guild.