

ESCAPEES RV CLUB

Job Description: CHAPTER VICE PRESIDENT

Job Summary:

As a volunteer, elected position, the vice president assumes the duties of the chapter president in his/her absence and oversees membership.

Duties and Responsibilities:

1. Assume the duties of chapter president in his/her absence.
2. If insurance is required for a rally/event, contact Chapter Directors. (See insurance information)
3. Serve as chapter Officer Nominating Committee Chairperson.
4. Obtains two volunteers to serve as an Audit Committee to work with treasurer to audit the financial records once a year at Spring Rally.
5. Sends welcome letters to new/potential members from Escapees National Office and answers inquiries from chapter Website.
6. Serves as the chapter Membership Committee Chairperson.
7. Other duties as may be necessary.