

DUTIES OF THE PRESIDENT

The duties of the President shall be:

- 1) To issue the call for all regular and special meetings.
- 2) To preside over all meetings.
- 3) To schedule regular elections and insure that they are held in accordance with the by-laws.
- 4) To delegate authority and responsibility as necessary to accomplish the purpose of the Club.
- 5) To implement, administer and explain the policies of the executive officers.
- 6) To act as Ex-Officio member of all committees.
- 7) To represent the Club at national VCA meetings.
- 8) To assign the duties of the Directors.
- 9) To appoint any and all committees necessary to conduct the business of the Club.
- 10) To be chairman of the program committee, in that he/she shall plan the activities of the Club in conjunction with the committee.

DUTIES OF THE VICE PRESIDENT

The duties of the Vice President shall be:

- 1) To perform, in the absence of the President, all of the duties of the President.
- 2) Will become President if current President resigns or cannot fulfill the duties of office for any reason.
- 3) To provide a link to adjoining viper clubs for the purpose of combining events and to expand participation.
- 4) To take a lead role in expanding membership.

DUTIES OF THE SECRETARY

The duties of the Secretary shall be:

- 1) To record and maintain the minutes of the meetings.
- 2) To supervise all records of the Club.
- 3) To perform such other duties that, from time to time, may be specifically assigned to him or her by the President.
- 4) To chair the tract events and plan the activities of the club in conjunction with the President and the committee.