

ACFA VICE PRESIDENT (2006)

1 of 1

1. FILLS IN/PRESIDES AT MEETINGS FOR THE PRESIDENT AS REQUIRED.
2. ASSISTS PRESIDENT WITH ANY TASKS AS REQUESTED/REQUIRED.
3. OVERSEES SELECTION, CONFIRMATION, AND COORDINATION OF TOURNAMENT WEIGH-IN SITES AS REQUIRED.
4. OBTAINS ALL MONTHLY SPEAKERS AND DISPLAYERS FOR 10 MONTHLY MEETINGS. (DISPLAYS ARE OPTIONAL.)
5. AT PRESIDENTS DISCRETION — MAY BE A SIGNATORY ON CLUB BANK ACCOUNT.
6. COORDINATES/DESIGNATES SET-UP OR OTHER ARRANGEMENTS REGARDING EACH REGULAR MONTHLY MEETING (FEB. — NOV.) TO INCLUDE PHYSICAL ARRANGEMENTS SUCH AS NUMBER OF CHAIRS PLACED WHERE AND TABLES ARRANGED FOR WELCOME, TREASURER, LOGO SALES, DISPLAYS, AND SOUND SYSTEM IS SET-UP/WORKING.
7. COORDINATES WITH POST 88 TO ASSURE THAT MONTHLY MEETINGS ARE HELD WITHOUT PROBLEMS:
 - A) CALL POST ON MON. OR TUES. AND REMIND THEM TO HAVE ROOM READY ON FOLLOWING THURS. NITE FOR ACFA MEETING.
 - B) ARRIVE EARLY, IF POSSIBLE, TO MAKE SURE A/C AND FANS ARE ON.
8. WELCOME THE MONTHLY SPEAKER TO ACFA UPON HIS ARRIVAL.
9. DOUBLE CHECK MEETING ROOM AFTER MEETING TO ASSURE NO GREAT "MESS" EXISTS.