

## **Vice President Duties**

### **General Duties:**

- The Vice President will attend monthly meetings, including Board of Directors meetings and preside at meetings in the absence of the President.
- The Vice President will serve as chairman of the Planning Committee
- The Vice President will revise the Member Interest Survey. At the August General Meeting the Vice President will request all Master Gardeners to fill out the Member Interest Survey form.
- The Vice President will serve as a member of the Education Committee
- The Vice President will move into the office of President the following year