

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - BOARD OF DIRECTORS

- A. **OFFICIAL TITLE:** First Vice President
- B. **OFFICIAL ROLE:** To Function in all capacities as *President* in the event of an absentee President.
- C. **Voting Rights** (circle one): Yes

Executive Committee Member

Chairperson

Director

- D. **List of Your Official Duties:**
 - 1. To report to the President
 - 2. Function as the second in command within the Chapter
 - 3. Chair the monthly meeting in the absence of the President.
 - 4. Display both Promotional Flags at each meeting (one of sponsors, one with artwork)
- E. **Day to Day Responsibilities:** *(Fill out only those that are applicable to your role.)*
 - a. Roles you are taking at each monthly meeting: assisting the President
 - b. Assisting and overseeing any responsibilities assigned by the President
 - c. Take Attendance and Distribution of Name tag (and collection) at each Monthly meeting.
 - d. Assist any committee as required.
- F. **Equipment/Supplies:** *(Please list all FCA-COC purchased items presently in your possession and explain how and when these items are used during the orchestration of your official role.)*
 - 5. **2 FCA-COC Promotional Flags (one of sponsors, 1 with artwork)**
- G. **Official Paperwork:** *(Please list any paperwork that you have in your possession and/or any paperwork you are responsible for obtaining on behalf of the FCA-COC)*
- H. **Breakdown of any sub-committee(s) you use to help you complete your role.**
(ie. How the FCA-COC Membership is involved.)
- I. **A Yearly Overview of all Events you are responsible for overseeing:**
(Please include types of participants; 'ball-park' budget for each event; event location, times; dates; timelines for tasks leading up to each)

J. Future Goals/Recommendations :

To Become familiar with the President's duties so that I can assist in any capacity needed.