

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Executive Vice President	PDE No.:	30
		Revision:	1
		Date Adopted:	Aug 13, 2012
		Resolution:	2012-33

General Responsibilities:

The Executive Vice President is responsible all of the responsibilities of the President in the event of the absence of the President or the inability of the President to serve. He/she is also responsible for duties assigned from time to time by the Board or by the President

Authorization:

The Executive Vice President is an elected Officer of the Greenville Woodworkers Guild, Inc. He/she is a member of the Board of Directors (the "Board") and operationally reports to the President. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Executive Vice President may appoint such assistants as may be necessary to assist with the duties of the Executive Vice President. All such appointees serve at the pleasure of the Executive Vice President. The Executive Vice President may appoint such assistants as may be necessary to assist with the duties of the Executive Vice President. Appointees shall include a Membership Chairman and a Historian. Additional appointees may be appointed at the discretion of the Executive Vice President. All appointees serve at the pleasure of the Vice President, Communications.

Specific Duties and Responsibilities:

The Executive Vice President's responsibilities are as delineated in the Bylaws of the Guild and repeated below.

Executive Vice President. The Executive Vice President, in the absence of a President or in the event of the President's death, inability or refusal to act, shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Executive Vice President, and any Vice Presidents, shall have such duties and powers as shall be set forth in these bylaws or as shall be designated from time to time by the Board or by the President.