

## Vice President

- **Attend all Board and General Member meetings.**
- **Attend at least 1 GDCNC workshop. Pass out any publications that will benefit the preschool.**
- **Preside over Board and General member meetings in the absence of the President.**
- **Act as teacher liaison between Board and General members.**
- **Meet with the teacher before the Board meetings to see if there are any important issues that need to be discussed.**
- **Oversee the teacher contract negotiations with the contract committee – VP, Treasurer, President, and 1 general member.**
- **Prepare and update the list of available substitute teachers and arrange for a substitute teacher when necessary.**
- **Handle all by-law, and job description concerns and re-writes.**
- **Organize, attend, and oversee the suggestion box. Present each suggestion or question to the Board each month and then present the solution or response at the General member meeting.**
- **Preside over the job lottery with the membership chairperson and find at least 1 volunteer to help with the job lottery.**
- **Oversee the explanation of jobs at orientation.**
- **Handle all updates in job folders and descriptions. Review them at the beginning of the year for any changes.**
- **Attend the budget meeting along with the President, Treasurer, Fundraising Chairperson, and the Teacher.**
- **Volunteer at least once during the year to look over the Treasurers books, and the minutes from the previous months meeting.**
- **Attend the audit with the current and previous year's president, Treasurer, Fundraising Chairperson, and Accounts Receivable.**
- **Organize and place T-shirt orders.**
- **Arrange and organize babysitting services for the families at the general member meetings.**
- **Work with the Membership Chairperson on the job lottery mailing.**
  - **Job description and selection forms to non-board members**
  - **Invitation to the Meet and Greet picnic at the beginning of the year.**
  - **Reminder of any paperwork that still needs to be turned in.**
- **Help organize including set-up and clean up of Meet and Greet picnic.**
- **At the end of the school year it is your responsibility to handle nominations and election of each new Board member. Count and announce the vote to the General members.**
- **You are the mediator for all inter-school conflicts. If you need help with this you may call the GDCNC for help.**