

TEMPLATE for SCAFCS – VICE PRESIDENT - SERVICES

Use the following as an outline as to requirements to be met according to the Bylaws. Go to www.scafcs.org and click on the About tab and locate the Bylaws. Click Control F and type in your office title. Highlight and copy all your requirements in the Bylaws (probably several places). Then divide the jobs into the months and make sure to add checks and small details needed to accomplish your tasks. Check with former officers who held this job and update accordingly. As each month ends, update, and submit to the Bylaws Committee to put online for future officers.

VICE PRESIDENT - SERVICES shall:

- a. Serve as a voting member of the Board of Directors.
- b. Perform all duties of the president during the absence of the president and vice president - program.
- c. Serve as chairman of the membership promotion and credentials committee.
- d. Send copies of all correspondence to the president, president-elect, counselor, and appropriate Board members to improve communication and coordination.
- e. Promote membership in SCAFCS and AAFCS Associations.
 1. Secure annual lists of family and consumer sciences professionals in FCS fields; business, public schools, extension, colleges; graduates from colleges in the state; homemakers, and encourage their membership in AAFCS and SCAFCS.
 2. Provide membership applications at meetings of family and consumer sciences professionals.
 3. Follow up on lists of delinquent members by letter or personal contact.
 4. Assist the vice president-finance in collecting dues from SCAFCS Life and Courtesy members.
 5. Keep an up-to-date mail and email listing of members in the state and provide information for the Newsletter.
 6. Communicate with AAFCS administration to receive a membership printout to the (provided to the president, vice president-finance, and membership chairman via the Web Portal).

| CHECK | MONTH | |
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| | JANUARY | Although you do not take office officially until June 1, there are many tasks that need to be done in order to make your time in office work better. As soon as you have been asked to be on the ballot, download this form (completed one online under "More" and then scroll to "Board Members." Make sure that all the Bylaws have been addressed. Double check with previous officer and other officers to update or clarify tasks and timelines. |
| | FEBRUARY | |
| | MARCH | |
| | APRIL | |
| | JUNE | |
| | JULY | |
| | AUGUST | |
| | SEPTEMBER | |
| | OCTOBER | |
| | NOVEMBER | |
| | DECEMBER | |
| | JANUARY | |
| | FEBRUARY | |
| | MARCH | |
| | APRIL | |

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| | MAY | |
| | JUNE | |