

Salem Area Historical Society Position Description

Title: Salem Area Historical Society Vice President

By-Law Duties: The Vice President shall assume the duties of the President in the event of the absence, incapacity or resignation of the President. The length of term is one year. The Vice President shall also serve as Program Committee coordinator.

- Program Committee—is responsible for arranging suitable programs, setting time, place and date of meeting.
- This also includes publicizing the programs prior to their presentation.

Additional Duties: The following duties shall be performed or delegated by the Vice President:

- Attend Board of Directors Meetings (2-3 per year).
- Attend General Membership Meetings.
- Review the annual budget with the Board of Directors.

Requirements: Member of the Salem Area Historical Society for at least two years prior to the nomination.

Desired Skills: The following skills are desired in order to fulfill the duties of the Vice President:

- Proficient in email communication and word documents.
- Comfortable with public speaking and leadership
- Willingness to work with others to arrange programs prior to the last meeting of the current year
- Willingness to communicate with others outside of the organization
- Willingness to assume other duties that are assigned or are needed to promote the SAHS or projects
- Maintain publicity list