**Vice President**

Last Updated: 2018

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| Job or Activity Coordinates annual convention | Person Responsible: Layne Lewis,  vice-president@pner.net |
| Elected or Appointed? Elected | When? 2018 |
| Specific Qualifications? yes | If so, what are they? PNER membership for 2 years required. |
| If this is a committee, list other members | Trade show chair, raffle, used tack sale, slideshow, convention registration, awards purchases, convention program |
| Other positions interface with this one. | President, treasurer, membership, web, IT, newsletter, convention committees |
| By-laws Description: | .**ARTICLE III, Section 1** The Board of Directors shall also include the current President and Vice President,  **ARTICLE IV, Officers: Section 1**  (b) In the event of a vacancy in the office of President, the Vice-President shall serve as President for the remainder of the term.  **Section 2. Vice-President.** The Vice-President shall act for the President in his or her absence and perform such other duties as may be delegated by the President and/or the Board of Directors. In the event of a vacancy in the office of Vice President, the Board of Directors shall appoint a new Vice President for the remainder of the term of office.  **Section 9. Qualifications.** Only Senior Members in good standing who have reached the age of 18 may run for the offices of President or Vice-President, or be appointed to the position of PNER Treasurer.  **ARTICLE V: Committees**  **Section I. Executive Committee**. The Executive Committee shall consist of the President, the Vice-President, and a third Board member elected by the Board of ~~Directors to serve for the same term as the President and Vice-President~~. 2019 proposed amendment: third member elected annually.  **ARTICLE VI, Terms of Office and Qualifications**  **Section 3. Qualifications**. Any member running for PNER president or vice president must have been a member in good standing for at least two years prior to election to such position.  **ARTICLE VII, Meetings**  **Section 1 (b)** the general membership shall elect a President and a Vice-President.  **ARTICLE VIII, Elections**  **Section 1** (b) The Chair of the Election Committee shall call for nominations for the Offices of President and Vice President who shall run as a slate of officers. |
| Expected monthly time commitment: | Oct-Jan 30-40 hours |
| Basic Responsibilities:   * Takes over from the president, if the president resigns or is unable to serve * Is a member of the BOD and Executive Committee * Coordinates the annual convention * Arranges for a room at convention for the junior/young riders. * Recruits and trains the volunteers for the convention committees   Trade Show Chair,  Raffle Chair,  Awards Purchasing Chair,  Convention Registration Chair,  Used Tack Sale Chair  Convention program production   * Locates the convention site and sets the dates based on site availability and by laws requirements * Negotiates with the convention venue for cost, space and meals. * Arranges and negotiates speaker's topics and fees * Arranges for the convention program to be created and printed * Arranges for the purchase and screen printing of the souvenir goodie bags * Organizes both Fri and Sat awards presentations * Works with the treasurer to ensure all convention expenditures are paid. * Writes a monthly article for the newsletter emphasis on the annual convention | |