



VICE PRESIDENT

1. Carry out the duties of the President as required when the President is absent including:
Hosting of monthly meetings
Chairing the monthly OOS Executive meeting
2. Coordinate out-of-town exhibits. The VP shall maintain such materials as are required to assist members in setting up an orchid display at out-of-town orchid shows. Materials are to be maintained in good order and replaced as required. The VP shall maintain a list of out-of-town shows, actively seeking volunteers and provide the necessary coordination with various show committees.
3. Assist in the conduct of OOS monthly meetings. The VP shall store and maintain such equipment as is necessary to support the meetings. This includes the sound system equipment, cash box and raffle tickets, plant registration tags and miscellaneous items.
4. The VP will conduct the monthly raffle draws and will maintain sufficient tickets to conduct the ticket sales throughout the year. The VP will solicit donations of plants or purchase sufficient quantities of plants as to provide good quality plants of an easy to grow nature that will foster sales. Profits resulting from the raffle will be turned over to the Treasurer at the end of the fiscal year while maintaining and operating float sufficient to commence sales at the September meeting.
5. Participate in monthly OOS Executive meetings.
6. The VP shall conduct any other duties as assigned by the President.

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