



MISSOURI AQUARIUM SOCIETY

Vice President Duties & Responsibilities

VP duties consist of three main things for which most of your time will be spent working on the third item. The first is to fill in for the president when he is absent at either a regular meeting, council meeting or auction. There is a checklist for the general and council meeting order so you don't forget anything. Carry a copy with you, just in case the president doesn't make it or he is unavailable to start the meeting on time. Bring a copy of the signup and donation lists too.

The second item is gathering a slate of officers and council members every year before election so that it can be voted upon by the members. Start at the April meeting.

The third item consists of finding speakers for the monthly meetings. This is where most of your time will be spent. You have 11 months of programs to fill. If the club has the money you can have up to 7 months for out of town speakers. Jan, Feb, July and August are off months and best to book local speakers.

Booking speakers – Book your speakers early and get them to buy their tickets early or while on sale. The club's money will go a lot further if you can get the best prices and make sure that your speakers book at least 4 weeks in advance or more. Ensure that the speakers send their expenses to the treasurer.

You are also responsible for getting 1) A Title for their talk 2) A Bio from them 3) If possible a digital photo of themselves and perhaps a photo or two about their subject matter. You are then responsible for sending this information to the person handling the website. Although the president usually puts a notice up on the MASI FishHeads list it would also be a good idea to do so yourself, just about the speaker.

Out of Town Speaker Responsibilities - Pick up the speaker (or arrange for pickup) at the airport. You are also responsible for getting them back to the airport for the return flight. Arrange for the speaker's dinner. If it is a much earlier flight be mindful of when they got on the plane and plan for a lunch too. Check to see if there are some specific things that the speaker might want to do while they are in town. Our members can be quite helpful if you ask for a fishroom tour.

Arrange for boarding the speaker - The best clubs keep their speakers in a members home not the boring hotel. Find members who can help you out with boarding the speaker. If you do need to book them at a hotel you will be responsible for booking the room (book it at least a week in advance to avoid surprises) and paying for it on your credit card.

AV Equipment – The VP is also in charge of the equipment used for the speaker's presentation. That would include the projector, backup bulb and cord bag. You are also in charge of setting up and taking down the equipment at every meeting. Storage of digital equipment must be in a dry ambient temperature place. That means not in the garage and not in the fishroom. Cold temperatures are not good for digital projectors and wet environments produces mold in areas that are nearly impossible to clean. You will also be responsible to notify the treasurer to remind him to bring the club's laptop, if it is needed. Even if your speaker is bringing his or hers own laptop it is good to have a backup. We have had need for a backup computer on more than one occasion. If you are going to miss a meeting you need to find a backup person to come get the equipment and someone who knows how to put it all together.