

Party Planner

- **Bazaar (chair and committee)** Be responsible for planning an annual event to help meet the fiscal budget of the Club. Establish a committee to plan and execute the event. Present a proposal to the board at the August meeting.
- **1st Vice (exec board)** Must be a member in good standing and is an integral member of the executive board, the First Vice President is responsible for performing the duties of the President in his/her absence. Acts as Custodian for all Club property and will keep an up to date inventory of such property. Will coordinate with the LFCC for decorating and removing decorations during the holiday season. Serve as a representative to AAFES, Commissary Community Action Councils and any other committee which impacts Army families.
The First Vice President will be responsible for the purchase of appreciation gifts, as approved by the Board.
- **Special Events (chair and committee)** Coordinate with the 1st and 2nd VP to arrange the welcome coffee with Hospitality Chair and coordinate any other special activity.
- **2nd Vice (exec board)** At the core of the club's activities, the 2nd VP will be a member in good standing. Be an integral member of the executive board and will preside at meetings in the absence of the President and 1st Vice. Make arrangements for the monthly Club Board meetings as well as the regular general membership meetings. Will appoint a committee to assist in planning a executing monthly functions. Prepare program outline for the Club year for approval of the Board at the August board meeting. Introduce speakers and special guests at the regular meetings and advise and assist hostesses from each designated group in all plans and arrangements when necessary.