

FIRST VICE PRESIDENT

JOB DESCRIPTION

1. The First Vice President is responsible for RESCUE ONE through:
 - Working with paid, and volunteer, radio operators to provide contact and day-to-day support for needs and problems as they arise
 - Works with the paid radio operators to ensure that volunteer radio operators are provided, as needed
 - Assigns commanders for major rescue incidents when necessary
 - Interfaces with local rescue and emergency agency commanders
 - Plans for logistical needs
 - Is responsible for the installation and maintenance of radio equipment and antennas
 - Reports Rescue One monthly operating figures and other pertinent information to the Board at monthly meetings
2. The First Vice President is responsible for FIRST RESPONDERS:
 - Supervises chairperson for First Responders
 - Is the liaison between the Board and the First Responders
 - Is responsible for organizing & inventorying First-Aid equipment at the Club to insure its readiness
3. Assumes President's duties in his/her absence.
4. Works closely with Club Manager as liaison to the Board.
5. Attends monthly Board meetings (November-April) and other meetings assigned.
6. Provides a written report of the previous month's activities for each Board meeting and for submission to the club Secretary.
7. Writes a summary of activities for the monthly club newsletter.
8. Prepares and presents a year-end report for the membership at the Annual Meeting.
9. Accepts other duties as assigned.