

SECOND VICE-PRESIDENT

JOB DESCRIPTION

1. The Second Vice-President is the liaison between the Board of Directors, membership of Club Deportivo and the Mexican community through such services as the Community Outreach Program, including the Kino Desayuno Program.
2. Oversees and appoints a chairperson for the **Charitable Giving Committee**.
3. Oversees and appoints a chairperson for the **Fundraising Committee**.
4. Oversees and appoints a chairperson for the **Humanitarian Award Committee**.
5. The Second VP is invited, and encouraged, to attend any meeting of his committees.
5. Works with the President in the area of meetings, committees, etc. where the club needs to have a representative at a Mexican community function.
6. Assumes President's duties in the absence of the President and the First Vice-President.
7. Attends monthly Board meetings (November-April) and other meetings assigned.
8. Provides a written report of the previous month's activities for each Board meeting and for submission to the club Secretary.
9. Writes a summary of activities for the monthly club newsletter.
10. Prepares and presents a year-end report for the membership at the Annual Meeting.
11. Accepts other duties as assigned.