

Art Council of Southwest Florida



JOB TITLE: Second Vice President

POSITION REQUIREMENTS:

- Must be a full time Florida Resident

JOB DESCRIPTION:

The Second Vice President(s) shall serve as the Chairperson/Co-Chairperson of two ACSWF committees.

The Second Vice President(s) shall meet with the Executive team after installation to determine which committee best aligns with the background and skills of the incoming First Vice President.

The Second Vice President is responsible for oversight of the biennial Winners Circle Show.

It is the responsibility of the Second Vice President to assist the President with arranging for dates and organizations for hosting General Meetings

The Second Vice President will serve as the historian of ACSWF, responsible for cataloging press releases, event announcements and photographs.

This officer is responsible for management of ACSWF vendors and contracts. All vendors and contracts will be documented and maintained by the Second Vice President.

In the event the President or First Vice President(s) cannot fulfill the duties of their office, it is the responsibility of the Second Vice President to fulfill the President duties in the President's absence.