**Vice President**

Last Updated: 2018

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| Job or Activity Coordinates annual convention | Person Responsible: Layne Lewis, vice-president@pner.net |
| Elected or Appointed? Elected | When? 2018 |
| Specific Qualifications? yes | If so, what are they? PNER membership for 2 years required. |
| If this is a committee, list other members | Trade show chair, raffle, used tack sale, slideshow, convention registration, awards purchases, convention program |
| Other positions interface with this one. | President, treasurer, membership, web, IT, newsletter, convention committees |
| By-laws Description: | .**ARTICLE III, Section 1** The Board of Directors shall also include the current President and Vice President,**ARTICLE IV, Officers: Section 1**(b) In the event of a vacancy in the office of President, the Vice-President shall serve as President for the remainder of the term.**Section 2. Vice-President.** The Vice-President shall act for the President in his or her absence and perform such other duties as may be delegated by the President and/or the Board of Directors. In the event of a vacancy in the office of Vice President, the Board of Directors shall appoint a new Vice President for the remainder of the term of office.  **Section 9. Qualifications.** Only Senior Members in good standing who have reached the age of 18 may run for the offices of President or Vice-President, or be appointed to the position of PNER Treasurer.**ARTICLE V: Committees****Section I. Executive Committee**. The Executive Committee shall consist of the President, the Vice-President, and a third Board member elected by the Board of ~~Directors to serve for the same term as the President and Vice-President~~. 2019 proposed amendment: third member elected annually.**ARTICLE VI, Terms of Office and Qualifications****Section 3. Qualifications**. Any member running for PNER president or vice president must have been a member in good standing for at least two years prior to election to such position.**ARTICLE VII, Meetings****Section 1 (b)** the general membership shall elect a President and a Vice-President. **ARTICLE VIII, Elections****Section 1** (b) The Chair of the Election Committee shall call for nominations for the Offices of President and Vice President who shall run as a slate of officers. |
| Expected monthly time commitment: | Oct-Jan 30-40 hours |
| Basic Responsibilities: * Takes over from the president, if the president resigns or is unable to serve
* Is a member of the BOD and Executive Committee
* Coordinates the annual convention
* Arranges for a room at convention for the junior/young riders.
* Recruits and trains the volunteers for the convention committees

 Trade Show Chair,  Raffle Chair, Awards Purchasing Chair,  Convention Registration Chair,  Used Tack Sale Chair Convention program production* Locates the convention site and sets the dates based on site availability and by laws requirements
* Negotiates with the convention venue for cost, space and meals.
* Arranges and negotiates speaker's topics and fees
* Arranges for the convention program to be created and printed
* Arranges for the purchase and screen printing of the souvenir goodie bags
* Organizes both Fri and Sat awards presentations
* Works with the treasurer to ensure all convention expenditures are paid.
* Writes a monthly article for the newsletter emphasis on the annual convention
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