

First Vice President Duties and Checklist:

From the TVKC ByLaws. DUTIES OF THE FIRST VICE-PRESIDENT – The First Vice-President shall exercise all of the functions of the President in the absence or disability of the President, and other duties as directed by the Board of Directors. The First Vice-President will be responsible for all classes offered by the Club except where a committee is in place to do so such as agility and tracking (See Art. VI. Standing Committees). Other responsibilities include but are not limited to AKC sanctioned matches, and for arranging presentations at meetings. The First Vice-President shall complete other duties as directed by the Board of Directors.

Stand in for President as required.

Set up Obedience, Rally, and Conformation classes:

- Find need
- Find venue
- Recruit volunteer instructors
- Advertise classes
- Set-up enrollment and payment
- Determine class cost based on expected class size
- Coordinate students with instructor to determine acceptability

Set up Obedience, Rally, and Conformation seminars:

- Find need
- Find venue
- Recruit volunteer instructors
- Advertise classes
- Set-up enrollment and payment
- Determine class cost based on expected class size
- Coordinate students with instructor to determine acceptability

Responsible for safety equipment.

Other tasks as assigned by President or Board of Directors