

Procedure for the 1st Vice President of the Tuolumne County Newcomer's Club (TCNC)

Item 1: The general duties for the 1st Vice President of the TCNC are:

1. To arrange for guest speakers for the monthly TCNC membership dinner meetings held in local restaurants.
2. Substitute for the President in his absence at the monthly board meetings and monthly membership meetings.
3. Chair the annual nominating committee.

Item 2: The TCNC By Laws have sections defining the duties of the 1st Vice President and are shown in this Section.

- Article IV: OFFICERS AND DIRECTORS,
Section 1, b) The First Vice-President shall assist the President whenever called upon to do so, and in the absence of the President shall perform the duties of that office. Other duties shall be to schedule programs for the monthly meetings and be responsible for all By-law changes that may arise and shall be in charge of the Nominating Committee.

- ARTICLE VII: Elections,
Section 1. A Nominating Committee shall consist of the First Vice-President, who shall act as Chairperson, the Membership Vice-President and a selected number from the general Membership through a mass e-mail or regular mail solicitation to the general Membership.
Section 2. The Nominating Committee shall name at least one candidate for each office as listed in Article IV of the By-laws.
Section 3. The Nominating Committee shall receive the consent of each nominee before presenting the slate of officers to the membership.
Section 4. Each member of the Board of Directors may hold office for three consecutive years. After a hiatus of one year, they shall be eligible to hold office again.
Section 5. The presentation, of the officers selected by the Nominating Committee, shall be held at the October meeting; the election shall be held at the November meeting and the installation shall occur at the December meeting. Newly elected officers shall assume their duties January first.
Section 6. All members are eligible for an elective office.
Section 7. The Newsletter Editor and the Committee Chairs shall serve one year terms, with no limitations on the number of consecutive terms.

Item 3: Monthly meetings where a guest speaker will make a presentation are:

1. January
2. March
3. April
4. May
5. October
6. November

Months where guest speakers are not required and why are:

1. February, Valentines dinner party
2. June, Picnic
3. July, Picnic
4. August, Picnic
5. September, Picnic

6. December, Christmas dinner

Item 4: Past guest speakers were:

The 1st Vice President is to select the guest speakers from whatever resource is available. The following steps are recommended:

1. Contact the guest speaker over the phone or by E mail. Let the guest speaker know that TCNC will provide a free dinner for himself and a free dinner for his guest if the guest speaker chooses.
2. Obtain a short BIO and a short description of the talk from the guest speaker. A response form the guest speaker by E mail is preferred.
3. E mail the guest speaker's BIO and description of the talk to the TCNC Newsletter editor for the month the guest speaker will make the presentation. This information will be included in the monthly newsletter.
4. Obtain the following information from the guest speaker about 2 weeks prior to the meeting.
 - Will the guest speaker have a guest accompany him/her?
 - Will the guest speaker make a PowerPoint presentation, TCNC will provide the projector. The Elks will provide the table for the projector and computer, power cable, wireless microphone and screen. The guest speaker will provide his own computer. Remind the guest speaker of the time, place and dinner meeting schedule. This information should be communicated by E mail. An example is provided on the next page.
 - Write a thank-you E mail or card to the guest speaker.
 - A list of all the guest speakers from 2009 through 2015 is in the attached memory stick.