Duties of FOSM Vice President

* Primary responsibility – Organize 7 monthly membership meetings (April – October).
	+ General
		- Coordinate use of Ranger Station conference room with Sandia District Ranger,
		- Recruit guest speakers, and
		- Provide program schedule to Webmaster.
	+ Pre-meeting:
		- Obtain bio and abstract from guest speaker(s),
		- Prepare or arrange for preparation of presentation slides for opening (business) portion of the meeting,
		- Provide meeting announcement to Webmaster,
		- Send email announcements to membership (two weeks and one week prior),
		- Post meeting announcement on the SRD kiosk, and
		- Acquire copy of guest speaker’s presentation.
	+ Meeting day:
		- Prop open north door of Ranger Station,
		- Arrange chairs in conference room,
		- Provide laptop for projecting presentation slides and assure that it works with Samsung TV,
		- Control slides if requested by speaker(s),
		- Introduce guest speaker(s),
		- Restore conference room to pre-meeting conditions, and
		- Secure building.
	+ Post-meeting:
		- Provide copies of presentations to Webmaster, and
		- Remove meeting announcement from SRD kiosk.

* Secondary responsibilities – Perform other duties per agreement with FOSM President.
	+ Fill in for the President when needed.
	+ Support board meetings
		- Arrange for SRD conference room for in-person meetings,
		- Set up for Zoom meetings, and
		- Prepare presentation materials.
	+ Participate on board subcommittees

Average about 5 hours per month on VP duties, but that includes the five winter months in which there are no meetings. 10-12 hours per month is a reasonable average for April - October.