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.