



## MINNESOTA SECTION

The American Institute of Professional Geologists

# Vice President Duties Summary

**Per the Bylaws:** The Vice-President shall perform the duties customary to the office, those assigned by these Bylaws or by the Executive Committee and those required of a Vice-President by the Institute. At the direction of the President, the Vice-President shall perform the duties of the President during the absence of the President.

### *Duties of the Vice-President as recalled by past Vice-Presidents*

- Seek out interesting and engaging luncheon speakers on topics pertaining to geology or to the professional practice of geology and schedule speakers well in advance if possible. Luncheon months are January through May with a social typically in April (although we plan to try June in 2019), and September through December. Luncheons are held on the first Tuesday of the month. Typically, April is a joint meeting with the MN Section of AWG (Association for Women Geoscientists) and the speaker is usually chosen or approved by AWG. Our student grant winner usually is our speaker at the May luncheon.
- Correspond with the scheduled speakers to they have the information and resources they need and they know what to expect the day of the luncheon.
- Correspond with fellow MN Section of AIPG Executive Committee members (i.e. Webmaster and/or Assistant Webmaster, Secretary, and President as necessary) regarding logistical details to ensure each luncheon:
  - Has a speaker;
  - Is adequately promoted/advertised (at least 3 weeks);
  - Has an accurate RSVP tally reported in advance to our catering contact with the Radisson Hotel Roseville;
  - Has an appropriately sized room, correct accommodations, and enough food for guests in attendance (typically check in with Max, the catering manager on duty the day of each luncheon);
  - Has the projector and pointer (you are responsible for both) and they are compatible with the speaker's presentation; and
  - Is accurately invoiced and paid (Treasurer typically payment and tracking of attendance).
- Introduce speakers at each luncheon (it helps to have quirky or lesser known facts about the speaker to include into the introduction and engage the audience).
- Renew annual contact with luncheon venue (i.e. correspond with the Radisson Hotel Roseville contact).
- Support President and other Executive Committee members as needed with planning and administration of other events and meetings (e.g. golf tournament, annual social, Executive Committee business meetings, etc.).