CLUB 1st VICE PRESIDENT RESPONSIBILITIES

First Vice Presidents are members of the San Gabriel Valley District Executive Board and are expected to attend all San Gabriel Valley District Executive Board meetings for the entire agenda and the Convention.

Dean of Chair (1st VP) oversees the Chairman of Community Service Programs, Advancement Programs, as established by GFWC with some exceptions, and Administrative Chairman are appointed by the President and ratified by the Executive Committee. They are accountable to the President and the Dean of Chairmen.

CLUB DEAN IS RESPONSIBLE TO STEP IN AND REPRESENT THE CLUB WHEN THE CLUB PRESIDENT IS UNABLE TO PERFORM DUTIES.

See your club bylaws for responsibilities.

As Dean of Chairpersons:

Please be expected to:

1. Be the leader for your chair positions – help chairs come up with ideas, projects, or answer questions. Build committees by asking people what their passion is and suggest a program committee position based on what they LIKE to do.
2. Help your chairpersons present an event, collection, fundraiser or speaker at club meetings or events either in person or on zoom. (see Club calendar for availability)
3. Develop the programs of work for your program area, to be approved by of the District President and Dean. The Chairs bring their ideas to you and you get them approved through a motion at your Executive meetings. Remember, if the motion comes from a committee it does not need a second to proceed.
4. Be present at district meetings. YOU ARE A DELEGATE! This is where you get valuable information to bring back to your chairpersons. District Chairs will share what they find at state and GFWC to help your club come up with new and creative ideas!
5. Prepare and distribute articles for your club newsletter. It can be an article you write, something to share, tips or maybe a report on an event that was successful.

6. There will be a monthly meeting with the San Gabriel Valley District Dean. It is a zoom meeting on the Third Wednesday of each month at 7pm.
7. Subscribe to the GFWC and CFWC Clubwoman magazines and other publications.
8. Encourage your chairpersons to attend District meetings and get to know the District Team Leader in their program area.
9. Encourage your Chairpersons to research State of California boards, commissions, agencies and other organizations operating around your responsibility. Join mailing lists, subscribe to publications.
10. Encourage Chairpersons to keep alert of state and federal legislation that falls within your program areas and ask the Legislation Committee for support. Legislation that falls within GFWC or CFWC Resolutions should be supported and followed. Suggest a Resolution to the Club and submit it to the District for additional support!
11. Collect reports from your Chairpersons in AFTER THEIR EVENT.
12. Use the Reports you receive all year and write your reports for your programs/projects and submit them to the District at birthday Council in January.
13. REQUIRED AT DISTRICT BIRTHDAY COUNCIL :
    A. STATISTICAL REPORT
    B. AFFILLIATE REPORT
    C. MEMBERSHIP REPORT

ENCOURAGE YOUR CHAIRPERSONS TO LOOK AT THE GFWC MEMBER BOOK! Become a member on the GFWC Website portal and find amazing ideas!

Tools needed for every 1st Vice President!
"In Kind Donation Packet" – Found on SGVD Website
"Where to Report it" – Found on SGVD Website
Club Report Cover Sheet – CFWC Website
Statistical Report – CFWC Website
Affilliate Report – CFWC Website