

ROLE OF THE VICE-CHAIRMAN

- Deputise for the Chairman at monthly meetings and committee meetings, as necessary.
- Organise the monthly meeting foyer displays.
- Organise or co-ordinate the in-house entertainment at the December monthly meeting (if no external speaker has been booked).
- At monthly meetings, be available to all members to answer any queries or assist with any particular problems, and, if necessary, locate and provide any additional seating for members.
