## **PPC VICE PRESIDENT**

## **JOB DESCRIPTION**

- 1. Preside at meetings if the President is unable to attend.
- 2. Assist the President as requested.
- 3. Revise the volunteer job descriptions, as needed. Forward revised doc. copies to the Secretary and pdf versions to the Website Administrator for uploading to the website.
- 4. Enforce Club rules and procedures as needed.