

Topeka Genealogical Society Policies and Procedures

Reference of Bylaws, Article VI, Section 2 and Article VII, Section 1 & 2

Vice-President

Purpose

Provide executive responsibility for the general supervision of the affairs of the Topeka Genealogical Society

Scope

Act as the official spokesperson for the Topeka Genealogical Society and its Board of Directors and to preside over meetings in the absence of the President

Duties

1. Assume all duties of an absent President
2. Provide support in Society activities as needed, or as directed by the Board of Directors and attend Board of Director monthly meetings

This policy was approved by the TGS Board of Directors January 17, 2017
Amended 5/11/17