



## Thames Valley Trail Association Job Descriptions

### Vice President

1. Cover for the President when he/she is not available
2. Be aware of club issues and assist as necessary in order to assume President's duties.
3. Learn as much as possible about the club operation.
4. Send an annual Thank You note for the free meeting place (Forest Lawn) and write an acknowledgement for the Trekker.
5. Assist with chairing Board meetings.