

TELLICO VILLAGE BADMINTON CLUB
LOUDON, TN 37774

Vice President

The main function of the Vice President is to assume the duties of the President when he or she is not able to perform them due to any circumstance or when the office of President is vacant. This is a voting position on the Executive Committee when all five positions on the Executive Committee are filled.

Additionally, these tasks are required in the execution of this position:

- To assume the role of the President if requested to do so by the President.
- Offer support, when needed, to all Executive Committee members.
- Perform light secretarial tasks, as needed, relating to routine club business.
- Write and submit press releases approved by the Executive Committee of important club events to local publications.
- Assist the Social Director in photographing Club events.
- Distribute by e-mail to club members the photos and press releases once both have been approved by the Executive Committee.
- Write a Club Newsletter twice a year for Executive Committee approval. Afterwards, distribute to the membership via email. The publication should serve to communicate important information about our members e.g. health, important life events, etc.
- Collect information monthly from the Executive Committee for the “Racket Club Sports Report.” After Executive Committee Approval, submit to the Recreation Department.