



## *American Gold Star Mothers, Inc.*

### **Position Description: 1<sup>st</sup> Vice President**

**JOB DESCRIPTION:** Shall fulfill the obligations and discharge the duties of the National President in the event of the latter's temporary absence or inability to serve

**SUMMARY OF ESSENTIAL FUNCTIONS:**

- Serves as a member of the Finance Committee
- Serves on other committees as assigned by the National President
- Serves on the Board of Directors of the Gold Star Manor and Gold Star Home in Long Beach, California, and attends all meetings either in person or via conference call
- Plans the upcoming Gold Star Mothers weekend events beginning in February of the First Vice Presidential year
- Continues to plan the National Convention during which she will preside and host
- Prepares articles for the *Gold Star Mother* publication upon request of the IT Chair and contributes as needed to AGSM official social media platforms

Additional Skills necessary to perform duties include, but are not limited to, the requirement of computer skills for all NEB members.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by this member of the National Executive Board of American Gold Star Mothers, Inc. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. All NEB members may be required to perform duties outside of their normal responsibilities as needed.