



American Gold Star Mothers, Inc.

Position Description: 2nd Vice President

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

SUMMARY OF ESSENTIAL FUNCTIONS:

- Prepares for the national convention to be held during her administration as President by selecting a convention site with attention to convenience of travel for members, financial responsibility to the organization and appropriate venue to accommodate essential requirements according to the National Constitution and Bylaws and the Ceremonial and Business Procedures of AGSM
- Serves as Credentials Chairman at the National Convention
- Serves as Americanism Chairman, which includes leading the members of the organization in The Pledge to the Flag at all official functions and writing articles pertaining to Americanism in the American Gold Star Mother's magazine, *The Gold Star Mother*
- Serves on the Membership Committee
- Serves as a member of the Finance Committee
- Serves on other committees as assigned by the National President
- Prepares the delegate seating for the business meeting at the National Convention, along with the Sgt-at-Arms
- Attends AGSM events (in Washington DC and additional locations) as requested by the National President
- Serves as the Compliance Officer with oversight of the Compliance Committee
- Assists the National President as requested with preparation for the current year's convention, board meetings, public presentations and other activities

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.