



## Co-President's Responsibilities

- ◇ Shall assist the President in all club functions, assume the duties of the President should the President be unable to serve.
- ◇ Coordinate all programs and events including; Schedule event dates, food and beverage planning for meetings/events, secure insurance if needed, purchases items needed for meetings/events within meeting/event budget.
- ◇ Serves as main contact for meeting guest and location. Purchase gift for speaker or member host.
- ◇ Send Evite for meetings/events and reminders or updates as needed.
- ◇ Will work closely with other Vice-President to prepare meetings/events.
- ◇ In charge of MOMC bags for Multiple Birth Awareness Month. Including coordination of and purchasing items for the bag, filling the bags and delivery of bags to location hospitals and physicians offices. Maintain contact with these offices to ensure proper distribution of these bags.
- ◇ Attends Sale Committee meetings if needed.
- ◇ Answers questions via email, phone or face-to-face from members and/or potential members.
- ◇ Provide meeting/event information for the newsletter, Facebook, and club website.