

VICE-PRESIDENT

Eligibility:

A candidate for the office of Vice-President shall have served on the Board of Directors for at least one year in an elected position.

Duties:

1. Attend all Board meetings
2. Assume the duties of the President in the absence of the President and the President-Elect
3. Be responsible for the proposals of candidates for princess, the judges, interviews and all activities pertaining to the court
4. Work closely with the Fillies President and KDF to arrange for judging process: orientation, preliminary interview and final screening
5. Secure and make arrangements for the judges
6. Have the application and evaluation forms printed
7. Make arrangements for the judging process: time and place
8. Keep all candidates informed of the judging process and requirements
9. Arrange to procure the Crowns (5 Princesses and 1 Queen)
10. Make arrangements for and oversee the Princess wardrobe
11. Work closely with KDF Liaison regarding badges, schedules, tickets and publicity
12. Make arrangements for official photos of group and individual princesses
13. Order sashes and flowers for princesses
14. Make arrangements with the property chair to procure the robe, the scepter and the crown for the necessary events
15. Oversee the selection of the Handmaidens and Pages and keep them informed of their duties and expectations
16. Work closely with the Fillies President and keep her informed of all issues or problems and arrange with her the distribution of all tickets

Skill Set

Organized, flexible and energetic

Typing/computer skills

Need to be able to take time off to escort the Princesses to the events