



OFFICER JOB DESCRIPTION
FIRST VICE PRESIDENT
HISTORIC STRUCTURES, OBJECTS,
PLACES, CULTURES & CUSTOMS

BYLAWS: ARTICLE V: OFFICERS _ SECTION 6. DUTIES OF OFFICERS

B. The FIRST VICE PRESIDENT shall:

1. Direct and supervise the activities of the Society in regard to the preservation of historic structures, objects, places, cultures, and customs.
2. Stimulate greater knowledge of same through historic research both for the members of the Society and the public.
3. Be an ex-officio member of all committees of Society- owned properties and of those properties supervised by the Board of Directors and financially supported by the Society.
4. Act as special assistant to the President. May be called upon to represent him/her whenever the President so designates.
5. Be empowered to sign any documents as ordered by the Board of Directors in the event of an emergency during the prolonged absence of the President, or due to his/her disability or refusal to act
6. Perform all other duties assigned to him/her by the-President or the Board of Directors.

This elected officer directs and supervises all activities of the Society in regard to the preservation of historic structures, objects, places, cultures and customs, and stimulates greater knowledge of these through historic research, both for the Society and for the public.

This officer shall be an “ex officio” member of the Properties Restoration and Easements; the Historic Preservation Awards Committee; the Brochures, Speakers and Markers Committee, and the Budget Committee.

This officer shall communicate with the Neighborhood Liaison and Historic Farm and Ranch Complexes Committees.

The First Vice President acts as a special assistant to the President and may be called upon to represent the President whenever needed. In the event of an emergency during the prolonged absence of the President, or due to disability or refusal to act, the First Vice President shall be empowered to sign any documents as ordered by the President or the Board of Directors.

The First Vice President monitors meetings of the following: Historic and Design Review Commission, Planning Commission, Zoning Commission, Board of Adjustment, Building Standards Board, San Antonio City Council, Bexar County Commissioners Court and Bexar County Historical Commission and others as requested by the President.

DUTIES OF THE FIRST VICE PRESIDENT

1. Appoint members to committee and present to the president for approval.
2. Coordinate with other specified committees.
3. At direction of the President, work with governmental agencies and civic groups in promoting historic preservation projects throughout the city.
4. Work in all matters concerning Society interests.
5. Keep records up-to-date.
6. File a final report of the committee’s activities before the annual meeting.