



**OFFICER JOB DESCRIPTION**  
**FOURTH VICE PRESIDENT**  
**A NIGHT IN OLD SAN ANTONIO®**

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

**E. The FOURTH VICE PRESIDENT shall:**

1. Serve as Chairman of A Night In Old San Antonio (NIOA), coordinate, direct and supervise all fund raising activities of the Society related to A Night In Old San Antonio.
2. Have a separate account allocated by the annual budget to receive and disburse funds relating to the operation of NIOA activities. Shall be a co-signer on this account.
3. Make a full accounting of all funds to the Board of Directors not later than the end of the fiscal year.
4. Perform such other duties as requested by the president or the Board of Directors.

This officer is the general chairman of NIOA and coordinates, directs and supervises all activities pertaining to NIOA and to NIOSITA festivals, including the Chairmen's Dinner, the presentation of funds to the Society, the design and copyright application of various NIOA logos, the ordering of all supplies, the scheduling of all NIOA volunteers, the supervision of paid NIOA staff, and the distribution of tickets and collection of money.

All major purchases for NIOA are made by the NIOA Chairman, with approval of the Board of Directors. The NIOA Operations Manager reports to the NIOA Chairman. Authorized bank signatures on all NIOA checks shall be the NIOA Chairman, NIOA Treasurer, Society Treasurer, or Society President.

**DUTIES OF THE FOURTH VICE PRESIDENT**

1. Maintain close liaison with the President.
2. Keep the President and Board of Directors advised on all matters relating to NIOA and NIOSITA festivals.
3. Follow the NIOA Guidelines and Timeline.