

**Vancouver Bicycle Club**  
**Roles and Responsibilities**  
**Vice President**  
**January 2019**

1. Acts for President, when President is not available.
2. Reserves room, obtains refreshments, opens & sets up room for club gatherings, banquets, and meetings.
3. Along with treasure and president pays bills and signs checks in their absence.
4. Liaison for different club committee.