

Vice President

General Function

The vice president should be a right hand assistant to the president and be ready to accept delegation of a number of responsibilities. In the absence of the president, the vice president will direct and administer the chapter, subject to oversight from the board. Some larger chapters have more than one vice president and distribute responsibilities among them.

Duties

In the absence of the president, conduct the affairs of the chapter and preside at meetings of the board and the membership

Serve as parliamentarian, guiding the conduct of meetings, unless an other board member is selected..

Serve as an ex-officio member of any standing committee or stated committees, if appointed by the president or the board.

Assist the president in any way designated. The responsibilities of the president are considerable. Delegation of specific duties to the vice president will help to avoid presidential burnout.

Arrange for the board annual retreat and obtain a facilitator for the retreat. The job entails finding the location, arrange for a meal if necessary and take care of any printing needs the facilitator has.

Other duties that may be delegated include:

- Handle routine correspondence.

- Oversee recognition and awards.

- Administer at least one major chapter program or activity.

- Obtain legal advice for the chapter.

- Oversee the performance of one or more committees.

- Recruit volunteers to serve on committees and perform other jobs within the chapter.

- Train new committee chairs and volunteer activists.