



Vice President

Position Responsibilities

The Board of Directors, comprised of Officers and Directors, is responsible for the overall operation of the Club; the Vice President acts on behalf of the President in the same capacity of the President, if not available to perform the duties. The Vice President supports the President in all duties.

Club Administration

- Respond timely to club member inquiries and questions; work with and support the President when the need to delegate inquiries to the Vice President arises.
- Work with the President to engage Board members and encourage camaraderie
- Support the President and Newsletter Editor by writing articles for the newsletter as needed; assist the President in reviewing the newsletter as a 2nd pair of eyes.
- Understand and implement all provisions in the Constitution and By-Laws, as well as any additional policies or protocols of the Club and help to ensure the Club abides by them
- Plan, in coordination with the Board of Directors, events and activities; attend club activities, and provide leadership at events in the absence of the President
- Engage and show presence on various communication platforms; respond to inquiries on behalf of the Club; resolve conflicts that arise among membership
- Consult with the President on issues, proposals and key decisions; assist the President in bringing major decisions to the Board for a vote

Assist with Board Meetings

- Provide input to the President on agenda items and key discussion issues
- Assist the President in scheduling meetings, when needed
- Fill in and lead the meeting, when needed, in the event of the President's absence

- Work with the Board of Directors to organize events and delegate responsibilities to volunteers.

Select Committee Chairs and Oversee Committees

- Work with the Board of Directors to identify, appoint, and work to retain Committee Chairs to run key Committees
- Ensure Committees are communicating with the Board any challenges or obstacles and fulfilling their responsibilities within budget
- Support and work with Committee Chairs on their projects if needed; assist them in identifying resources