

Duties and Responsibilities of the Vice President

The primary role of the Vice-President is to assume the responsibilities of the President Elect in the event of her/his absence. Often, the vice president also carries out special assignments as requested by the president or the Board of Directors. If an organization has multiple vice-presidents, each is typically charged with a set of unique responsibilities.

Procedures:

1. The Vice President is in the succession to the Presidency.
2. Be willing to become the President Elect in the coming year.
3. The Vice President is a voting member of the Board of Directors.
4. Attend all Board Meetings when possible
5. Familiarize self with Minutes, Financial Report, and Agenda, monthly.
6. Be responsible for duties as requested by the President or Board of Directors.
7. Be ready to assume the duties of the President in the event of his/her absence.