

Duties of the Vice-President

The Vice President shall:

- **Become familiar with and follow the club's constitution, policies and procedures**
- **Be familiar with protocol required at Club functions**
- **Be prepared to take over when President is not available**
- **Work with President to negotiate contract with the regular meeting venue hotel/location for year in which he will become President**
- **Solicit members to serve as chairmen for all events and committees for his term as President before fall Installation. Consider the person's skills, experience, availability and interest in the event/committee.**
- **Meet with President at a pre-handover meeting (suggest before fall Installation) to become acquainted with duties and responsibilities and become familiar with any relevant program planning tools**
- **Assist President in communicating with and guiding Event/Committee chairmen**