

Duties of Vice-President

The Vice-President shall:

- Become familiar with and follow the Club's Constitution and Bylaws
- Be familiar with protocol required at Club functions
- Be prepared to take over when the President is not available
- If a regular meeting venue is under contract, work with President to negotiate contract for the year in which he will become President
- Solicit members to serve as Directors / Team Leaders for his term as President before fall installation. Consider candidate's skills, availability and interest.
- Meet with the President at a pre-handover meeting (suggest before fall installation) to become familiar with program planning/implementation practices
- Assist the President in communicating with and guiding Team Leaders
- If requested by the President, also serve as a Team Leader

Revised August 17, 2026