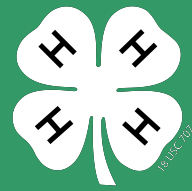


Vice President



The Vice President works closely with the President, club leaders, and members to run organized club meetings and plan programs. The Vice President is elected for a one-year term by being nominated and voted into office. As Vice President, you are responsible for taking over the President's responsibilities in their absence, bringing in outside programming to enrich the club meetings, and serving on all committees within the club. You work to make sure everyone in your club is involved and learning.

Before Meeting

- Work with the President on plans and special tasks.
- Plan program activities for the club (tours, guest speakers).
- Understand the basic rules for running meetings.
- Check with committees to see that they are on task and ready to report to the club.
- Ensure chairs, tables, and other setups are ready before meetings. .

During Meeting

- Introduce Guests/Presenters who are visiting.
- Lead the meeting if the President is not there.
- Make members feel welcome and heard.
- Find ways to get all members involved in the meeting.

After Meeting

- Attend events on behalf of the club if the President is not available.
- Serve on all club committees or delegate another officer to do so.



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