

VICE PRESIDENT

AGENDA

Roles & Responsibilities

Being Vice President

Schedule

Contribution

Next Steps

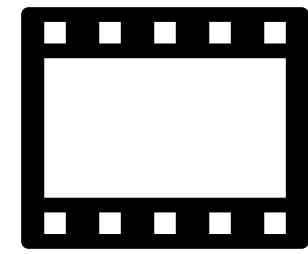
Q & A

Roles and Responsibilities

1. Support the President in running the club
2. Represent the President when they are unavailable
3. Organize committees
4. Assist and mentor Club officers
5. Delegate tasks and ensure club resources for service projects
6. Recruitment
7. Advocate for your club and projects



Being Vice President





LEAD

ORGANIZED

PERSONALIZED

SUPPORTIVE

RELIABLE

POSITIVE

ADAPTABLE

LEADERSHIP

SUPPORTIVE

PROACTIVE

TEAMWORK

TEAMWORK

SUPPORTIVE

PERSONALIZED

PERSONALIZED

PROACTIVE

COMMUNICATOR

TEAMWORK

PROACTIVE

PERSONALIZED

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SCHEDULE

Weekly	Monthly	Yearly
Assist the President in leading the club	Attend all meetings of the project committee	Acquaint yourself with the duties of the President so you can assist them
Monitor the Committee System	Assist the Secretary in Collecting monthly committee reports	Collect all materials from the past Vice President
Support the development of meeting agendas for the club and committees	Attend Board of Directors meetings	Help plan and strategize membership recruitment
Provide assistance to the committees and other directors	Ensure the Secretary submits monthly reports to District Officers	Onboard new members
	Assist in collecting articles / information for publicizing the club	Ensure successful transition of the next Vice President

Contributions

Next Steps...



QUESTIONS



SKILLS



GOAL



VISION

COMMUNICATION



TEAMWORK

?+💡=!
CREATIVITY

RESEARCH



COLLABORATION

LEADERSHIP

