

State 2nd Vice President Position Description

Position Purpose:

The 2nd Vice President is a key member of the leadership team, responsible for assisting the Vice President and other officers in their duties as directed. This role involves helping to oversee and manage various aspects of the Board of Directors. In the President's and Vice President's absence or their inability to serve, the 2nd Vice President shall assume and perform those duties. When so acting, he shall have all the powers of, and be subject to, all the restrictions placed upon the President.

Primary Responsibilities:

- Report to the State Vice President.
- Is a member of the Board of Directors (State Board).
- Coordinates and provides guidance to Area Representatives.
- Is an ex-officio member of all the Standing Committees, without the right to vote.
- Assumes and performs the Vice President's duties in his absence or his inability to serve.
- Assists the Vice President in preparing the State budget for the upcoming year.
- Has such other powers and perform such other duties as may have delegated him from time to time by the President or Vice President.

SIR Leader Expectations, Skills and Knowledge Required:

- Is currently a past or present State Board Member.
- Understand the Bylaws, Policies, Procedures, and SIR Leaders Guide applicable to State and Branch operations.
- Utilize goal setting, action planning and follow-up principles effectively.
- Build close relationships with key leaders and volunteers.
- Ability to review State financials to assess how the State is performing.