

State Vice President Position Description

Position Purpose:

In the President's absence or inability to serve, the Vice President shall assume and perform those duties. When so acting, he shall have all the powers of, and be subject to, all of the restrictions placed upon the President.

Primary Responsibilities:

- Report to the State President.
- Is a member of the Board of Directors (State Board).
- Is ex-officio of all the Standing Committees, without the right to vote.
- Assume and perform the President's duties in the President's absence or inability to serve. When so acting, he shall have all the powers of, and be subject to, all the restrictions placed upon the President
- Act as the Chairman of the Budget Oversight Committee. On or before December 15th, the Committee shall submit to the President Elect an annual budget based on the prior years' records, proposed goals and objectives of the following year.
- Review and approve all State expenses, as delegated by the President. Neither the President nor the Vice President shall approve his own expenses.
- Set up the meeting places for the Board of Directors and procure the contracts if required, with the President's concurrence.
- Has such other powers and perform such other duties as may be prescribed for him from time to time by the President.
- Expedite after the Annual Meeting the election of Regional Directors (RD's) and Area Governors (AG's) by communicating with each of the present RDs and AGs, preferably by phone to make the contact more personal, about their intentions for continuing in the next year and/or their guidance on their replacement.
- Contact all of the recommended replacements for RD and AG to establish personal relationships, if the VP is the President-Elect.

SIR Leader Expectations, Skills and Knowledge Required:

- Is, as a candidate, a past or present State Board Member or Area Governor.
- 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
- Understand and support the principles of RAMP
- Build close relationships with key leaders and volunteers
- Ability to review State financials to assess how the State is performing

(Updated 2/28/19 P&P Committee)