

Vice President

Individual club house rules may dictate length of a Vice President's term or if a club has more than one VP, i.e. 1st VP, 2nd VP and specific roles to those positions if applicable. This position is an assumed direct line to the role of President. This position should be filled with someone who intends to step into that role. It is encouraged that someone filling this role has had at least one year as a member of the club executive and/or chaired a major committee or project.

A Vice President should also have or wish to further develop a strong and varied skill set including; leadership and interpersonal skills, organizational skills, public speaking, written communication and a basic knowledge of rules of order. This is a learning opportunity and the VP should be working closely with the President to prepare for advancement to that role.

The Vice President typically has the following responsibilities unless the Club House Rules specifically states otherwise which include but are not limited to:

- Assist President with overseeing committees
- Chair a portion of executive and general meetings
- Assist the Membership Chair in membership program development
- Participate as an observer in budget development and financial audit processes
- Attend as many Zone and District meetings/events as possible
- Familiarize yourself with the Successful Club Manual in preparation for your year as President.

Additional information on having a successful year as Club Vice President along with the complete list of duties, can be found in the **Successful Club Manual** located in the Resource Library @ www.kincanada.ca