

# CLUB VICE PRESIDENT

**In an Optimist Club, a Vice President is responsible for counseling the Committees assigned by the President.**

**Two Vice Presidents of equal rank (not numbered) are recommended.**

**In order to effectively counsel the Committees and perform other duties, a Vice President should not be the Chair of a Committee.**

**Vice Presidents do not automatically ascend to the presidency. The Nominating Committee will select nominees for each office and directorship from among all Club members.**

## WAYS A VICE PRESIDENT SERVES THE CLUB

**1. As a member of the Club's Board of Directors:**

- a) Understands the operation and responsibility of the Board.
- b) Functions in the same manner as any other voting Director.

**2. As a counselor for a group of Committees:**

- a) Understands the Club organization structure and the responsibilities and procedures for each of the Committees.
- b) Ensures the Committees are staffed, have the necessary materials, are aware of pertinent information and function in the proper manner.
- c) Makes sure Committee Chairs are well prepared for Committee meetings.
- d) Provides behind-the-scenes guidance to the Committees.
- e) Assists Chairs with written reports for the Board.
- f) Meets with the Committees; when necessary, gives needed assistance.
- g) Notes ability of Committee members; recommends talented ones for future responsibilities.

**3. As liaison, a Vice President should be aware of plans and actions and convey pertinent information among the Committees, the President and the Board.**

**4. As Vice President should:**

- a) Be familiar with agenda planning for Club and Board meetings.
- b) Know basic parliamentary procedures.

**5. As assistant to the President, the Vice President can:**

- a) Help plan the agenda for Board meetings, giving particular attention to plans and actions of a particular group of Committees.
- b) Learn the general duties of all Club officers and Committees in order to substitute as may be required.
- c) Act as a sounding board for the President, listen to ideas and plans and advise when possible.
- d) Accept any special assignment presented by the President.