



## 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.