



Duties of the Chapter Vice President

As the chapter's vice president, you will planning, organizing, and carrying out responsibilities associated with your role as the number two executive officer for the chapter. The vice president can many times be viewed as the most locally visible member of the chapter given that he or she is largely responsible to ensure that all of the club work and activities are being executed. This person works very closely with the officer team and all appointed committees to ensure that the chapter is following the chapter approved Program of Work. Today's training has been designed to help you better understand your primary function in this office, and the varied roles this position will require of you. This handout is intended to construct a basic framework for this office, and help you be successful. Your Chapter Advisor will also be a wealth of knowledge and advice for you to draw from as needed during your tenure in this position.

The following is a list of duties and responsibilities that are associated with, or assigned to the SkillsUSA Chapter Vice President:

- Assumes all duties of the President in his or her absence
- Serves as an ex-officio member of all standing committees

- Responsible for developing the Chapter Program of Work
- Works directly with other officers to ensure they are performing the duties of their office
- Directs any updates, changes, or revisions to the Chapter Bylaws
- Recruits chapter membership
- Assists the Parliamentarian in advising the President on matters of procedure
- Organizes the end of year celebration for the chapter
- Remains fair and impartial during the organizational decision making process
- Performs any other duties directed by the President

Behind the scenes, you are the busiest officer in the chapter. Your duties require you to work very closely with the officer team to ensure that all club business and activities are being planned and executed properly. Just as the President is the professional example for the entire membership, you are the professional example for the officer team you work with. They will look to you for guidance, advice, and help to get their duties accomplished. The following are some guidelines that are designed to help you better understand the basic functions of your role so that you can be confident as the Vice President of your chapter and officer team.

1. Memorize your part for opening and closing a meeting.

It is your responsibility to assist the President in ensuring that all meetings are conducted in official order, meaning that all adhere to the opening and closing rituals for a chapter meeting. Part of this training packet contains a copy of how to open and close a meeting for your future use. There is never any substitute for “leading by example”. That being said, you must memorize your ritual parts of a meeting before you can ask the same of the officer team you are representing. I cannot overstate the importance of this aspect to your position. You are the example for the officer team, and the chapter members you represent.

2. Know how to conduct the business of a local meeting

Just as the Chapter President must serve as the moderator for all local chapter meetings, you must stand ready to do the same in the event the President were ever absent, and needed you to take that position in a meeting. Therefore, you must know the following components of a meeting structure, and be able to work through them during a chapter meeting:

- Call to Order
- Roll Call for members present and absent
- Minutes Approval from Previous meeting
- Reports from Committees
- Old Business
- New Business
- Adjournment

The items above are part of every chapter meeting agenda, and you could be called upon to help the Chapter Secretary develop the agenda for meetings. Your knowledge of these areas, and how to work through them in a meeting is imperative. Prior to any meeting, you must make sure that the Secretary has an agenda ready for the approval of the Chapter President. Ensure that the Secretary has also created the minutes from the previous meeting that will need chapter approval. Prior to any meeting you must insure that the Treasurer has a current chapter account balance prepared and ready for presentation at the meeting. Prior to any meeting you must insure that the Parliamentarian has set up the meeting room location in accordance with the proper protocols, and that it meets the intent of the Chapter President. You must ensure that the Chapter Reporter is present at all activities to capture photographs of chapter efforts, and that those are published in the school and/or local news sources for public awareness and relations. You must ensure that the Chapter Historian is working in tandem with the Reporter to capture all chapter activity for a historical archive, or scrapbook that will be required of the officer team during the first week of May.

3. Construct the Chapter Program of Work

One of your most arduous duties as the Vice President is outlining the Program of Work for the chapter. While you may use the input of your officer team in this task, this job duty falls under your position on the officer team. This proposed Program of Work must promote a positive climate within your chapter, and strive to encourage member growth. This must be developed early in the year as it will serve as the “chapter roadmap” for all activities and endeavors during your tenure as Vice President.

There 7 key areas to a Chapter Program of Work:

- Professional Development
- Community Service
- Employment
- Ways and Means
- SkillsUSA Championships
- Public Relations
- Social Activities

A handout is enclosed with this packet to help you better understand each of these areas, and included are resources for each of the key components named above. Consider this a Chapter Calendar of Events and Activities if you will that covers each month from now until the end of your academic year. Please remember that the Student Leadership Institute (SLI) occurs in June, but is should be part of your Program of Work. Seek the advice from your Chapter Advisor in this area, and they will give you information to help you get started. Remember, this is one of the most important functions of your position.

4. Ensure that appointed committees are making progress.

Unless the Chapter President designates another chair officer to attend the functions of committee work, you will be responsible for this action. The only assurance the Chapter President has of knowing that committees are doing their work, and making progress toward a specified goal is when he or she has a member of the officer team present to assist and help as needed. It is not your role to take control of any committee, but rather to assist them in getting started with encouragement and any other assistance they may need. Through your encouragement the committee will see that you are there to assist them and they will more inclined to get started to the work at hand. They will need a reminder that every chapter committee must report directly to the Chapter President during the regular monthly chapter meeting. You cannot, and should not, do their work for them. This is an opportunity for the membership that serves on committees to experience leader oriented teamwork and professional growth.