



Board of Directors: Vice President

The Vice President shall have and may exercise all the powers and duties of the President during the absence of the President or in the event of her inability to act. The Vice President shall have such duties as the directors shall determine including adherence to the bylaws and ensure 501(c)(3) compliance.

- **Leadership:** As the Vice President, you will be responsible for providing strong leadership and direction to the club. You will need to work well with your fellow President to set the tone for HWC, establish goals and objectives, and encourage autonomy among program chair(s) to drive ownership and motivate members to work towards achieving their goals.
- **Planning:** You will need to plan and coordinate club activities and events. This includes scheduling meetings, organizing social events, and overseeing fundraising activities.
 - Pre-Kick Off board meeting planning session, Pre-Kick Off program chairs planning session, Fall Kick Off meeting, general club meetings, board meetings, committee meetings, committee events, club events, and End of Year Celebration.
 - General meetings are usually the last Wednesday of the month (except: November - before Thanksgiving and December - no meeting).
 - Determine when and if additional board or committee meetings are necessary.
 - Track all club events and prevent calendar conflicts with large town or school events.
 - Provide the Secretary with meeting agenda topics.
- **Communication:** You will need to maintain open communication with the board and club members and keep them informed about upcoming events, changes in policies or procedures, and other important information.
 - Ensure adherence to the club by-laws and update as necessary.
 - Lead all meetings.
 - Ensure all club virtual tools and passwords are up-to-date.
 - Monitor and respond to social media.
 - Monitor and respond to email in a timely manner.