

# CCARC Vice-President

## 1. Introduction:

- a. The vice-president is elected annually by the eligible (dues current) members of the club.
- b. The club leadership position succession plan is **vice-president**, president, then past president with commensurate duties and responsibilities assigned over the 3-year period.
- c. The vice-president provides support to the president (bylaws Article 5.6).
- d. The vice-president shall be familiar with, and ensure awareness and compliance of all members to the club bylaws, position descriptions, policies, procedures, leadership task matrix, and the purpose and goals statement.

## 2. Duties and Responsibilities:

- a. When required, performs duties of the president.
- b. Establish and maintain a positive and personal relationship with all members, officers and staff of the club.
- c. Responsible for establishing and maintaining a positive relationship with other ham radio clubs and the community in general.
- d. Required to attend all board of directors and general meetings, unless properly excused.
- e. Determines and coordinates the monthly general meeting location.
- f. Determines the general meeting program presentation subjects and presenters.
- g. Ensure proper decorum is maintained at club meetings.
- h. Ex-officio member of all club committees and working groups.
- i. Participates in one or more club activities annually to stay current in club operations and connected to the members.
- j. Performs tasks as identified in the Leadership Task Matrix.
- k. Performs other duties as required.

## 3. Supervisory Controls:

- a. Works under the general supervision of, and accountable to, the president of the club.