

WAUPACA COUNTY HCE

Title: Vice President Job Description

Purpose: Assist the President in Leadership of the Organization

Responsibilities:

1. Work closely with the President.
2. Become familiar with parliamentary procedure, standing rules and bylaws of the organization.
3. Serve as a voting member of the Executive Board.
4. Become familiar with the various committees in the organization.
5. Encouraged to attend State and District meetings.
6. Assume office of President when the County President is not available.

Qualifications:

1. Understand the philosophy of Waupaca County HCE.
2. Good leader, organized, diplomatic.
3. Prior experience at local club level.
4. Recognize ability in others.
5. Able to delegate responsibility.
6. Open minded and flexible.

Term: Two years (renewable)

Time Commitment:

1. Attend Executive Board meetings, annual Spring and Fall meetings, District and State meetings.
2. Attend committee meetings as necessary.
3. Study and read handbooks, UPDATE, and mail from State and District.