

# Chapter Board Job Descriptions – Vice President or President-Elect

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**General** The Vice President or President-Elect is usually the second executive officer of the chapter. It is advisable that the Vice President read and understand all parts of this handbook, as it is vital to the success of the chapter.

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**General Duties** Below you will find a list of general duties for the office of Vice-President, or President-Elect.

1	In the absence or disability of the President, the Vice President performs all the duties of the President. The Board of Directors or the President may delegate other powers or duties to the Vice President. It is advisable that the Vice President be familiar with all duties of the President in the event he/she must act in the President's absence.
2	In all ways, the Vice President assists the President in the executive direction of chapter affairs.
3	The Vice President may be assigned specific duties — preferably responsibilities where he/she has had no previous exposure — in order to obtain experience that will be for a potential President.
4	The Vice President may act as chairman of a standing committee.

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**Meeting and Chapter Operation Duties**

Please see the sections regarding [Meeting Procedure](#), [Responsibility and Conduct of Officers During Meetings](#), and [Voting Procedures](#).

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