

CCARC Vice-President

1. Introduction:

- a. The vice-president is elected annually by the members at the January general meeting.
- 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. Provides support to the president (bylaws Article 5.6).
- d. Familiar with and ensures 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.
- 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.