



The Hamilton Amateur Radio Club

Job Title: Vice President
Department: Executive
Revision Date: 11/2014 rev 01

Position Overview

The office of Vice President is a highly flexible position which can be extremely valuable. The Vice President and President must work together to ensure the value of the office. There are several guidelines which can aid in this task.

The Vice President must be as knowledgeable about all club activities.

This means both the administration of the club and the club programs. This allows the Vice President to step into the office when the President is absent or unable to serve.

Specific duties, e.g. chair of the Hamfest Committee, must be assigned to the Vice President immediately. Such duties may automatically be assigned to the Vice President through club bylaws. The Vice President must work closely with the President in defining and executing the goals of the club.

The Vice President can serve in a variety of positions; project chair, representative to inter-club councils or committee chair.

Above all, remember that if the Vice President is to be of value, this person must be willing to assume any responsibility.

Essential Job Functions

- Support the club to achieve its goals for the year.
- Engage effectively at club and board meetings.
- Organize, support and direct the work enabling chairpersons & committees.
- Represent the Hamilton Amateur Radio club in the community.
- Support club, and R.A.C. goals and Program's to the club members.
- Effectively communicate and support club vision and mission goals with members and general public.
- Represent the club at district and R.A.C. events and meetings

Non-essential Job Functions

- Provide monthly meeting agenda items and content. Each should be reviewed with the President well before the meeting. (ie: 2 weeks before)
- Serve as an *ex officio* member of all committees.
- Attend all monthly membership and executive meetings.
- Maintain communication with all levels of the community, including your own members, officers, and chairpersons.
- Support communication with the adjacent amateur radio clubs or visiting clubs and members.
- Actively promote strong membership engagement with club activities.
- Support sound fiscal responsibility in line with club business plan and approved objectives, & support fund raising activities.
- Represent the club in all community and organizational functions.

Requirements

- Proficient in the use of M.S. Office, Word, Excel. Powerpoint
- Knowledgeable of Robert's Rules of Order
- Well organized and have good verbal and written communication skills

Other Skills/Abilities

- Time management
- Public speaking and motivational engagement with people
- Previous people management and team building skills
- Have fulfilled similar role within a not for profit club environment