



The Hamilton Amateur Radio Club

Job Title: 2nd 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 or practically worthless.

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.

1. The vice president must be as knowledgeable about all club activities as the president. 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.
2. Specific duties, e.g. chair of the Program Committee, must be assigned to the vice president immediately. Such duties may automatically be assigned to the vice president through club bylaws.
3. The vice president must work closely with the president in defining and executing the goals of the club.
4. 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

Non-essential Job Functions

Requirements

Other Skills/Abilities

NOTE: This job description is not intended to be all-inclusive. The volunteer may perform other related tasks & duties to meet the ongoing needs of the organization.
