

Vice President Position Description

Membership requirements

As the chapter vice president, the incumbent must:

- Be a CEBS graduate
- Be a member of ISCEBS
- Be a member of the chapter.

Substitute for president when he or she is unable or unavailable

The vice president is the second-in-command and should be prepared to assume any of the president's duties when he or she is unable to do so. It is important that the vice president keep up to date on the chapter's activities so that he or she is able to step in immediately. This position is a good training ground for a potential president.

In many organizations, the vice president is the program committee chair

In order to prevent this position from being considered a "lame duck" office, many organizations appoint the vice president to be the program committee chair. This is beneficial to the chapter as well since it involves a board member overseeing the program committee. This helps prevent the committee from planning inappropriate meeting topics or speakers. Your chapter should determine whether this is advisable for your group.

Could be considered president-elect

Many chapters consider the vice president the president-elect. This provides continuity and allows the president to groom his or her successor.

Some chapters prefer not to formalize this in any way, in spite of the fact that the vice president often succeeds the president. Your chapter may wish to pursue this approach in case the vice president is not as capable as originally thought.

Term of office

The vice president is elected for a term of one year only and cannot succeed himself or herself in the same office.