

SKILLS for VICE PRESIDENTS

- 1.) Clear Communication/ Interpersonal Skills
- 2.) Understand Program Policies
- 3.) Delegation
- 4.) Establishing and Coordinating Committees
- 5.) Making and Tracking Plans of Action (Calendars)
- 6.) Understand Methods of Decision Making (Roberts Rules, Consensus, Circle)

The VICE PRESIDENT

- Assists in preparing the agenda for the each meeting with the cooperation of the other officers
- Oversight of Council-appointed committees. (Serves as President of appointed committees)
- Helps committees make action plans to accomplish their goals
- Is a positive leader in carrying out an action plan
- Maintains communication with constituents, stakeholders, committees
- Often serves as a liaison to other meetings/ councils
- Delegates effectively
- Serves as chair of the meeting in the absence of the President

HOW CAN I HELP AS A VICE PRESIDENT?

- Keep accurate records and minutes for committees and constituent meetings
- Learn to delegate responsibility and responsibly; know the skills of your people
- Know your committees and their objectives

RESOURCES:

- 1) See Appendix: Active Listening
<http://www.mediate.com/articles/bermanlj3.cfm> Mediating Disputes
http://www.cehd.umn.edu/ssw/rjp/resources/rj_dialogue_resources/Peacemaking_Healing_Circles/Talking_Circles.pdf Council Circles
- 2) Appendix: <http://4h.wsu.edu/EM2778CD/pdf/em0758e.pdf> WA State 4-H Program Policies
- 3) Appendix: Slides from Presentation
- 4) Appendix: Identifying Volunteer Roles/ Committee Member Job Description
(Red Taxi Trainer's Guide)
- 5) Program Planning Book: <http://cru.cahe.wsu.edu/CEPublications/c0227/c0227.pdf>
- 6) http://cte.uwaterloo.ca/teaching_resources/tips/group_decision_making.html Decision Making
Parliamentary Procedure Made Easier <http://cru.cahe.wsu.edu/CEPublications/em4875/em4875.pdf>