

# JCI LOCAL ACTION GUIDE

## Local Executive Vice President

If a Local Organization becomes too large and the Board of Directors has too many members, a suggested solution to streamline the line of leadership and communications is the creation of the position of Executive Vice President. This position will have the role of supervising the Vice Presidents.

When you are elected a Local Executive Vice President, you are taking up a position with unlimited opportunities for self-development and the opportunity of assuming the highest position in the Local Organization – the Presidency.

This portfolio has a twofold purpose, and is of the utmost importance to both your Local Organization and yourself. You are the right arm of the President, who relies upon your administrative abilities during your year of office.

This is also a year to learn and understudy the role of Local President. Who knows? Next year you might be that President.

## RESPONSIBILITIES

The Executive Vice President has two major responsibilities: to supervise the Vice Presidents and to perform administrative tasks the President will not have the time to do.

Here are some of the responsibilities of Executive Vice President. Note from this list the administrative and leadership nature of your office:

1. Obtain your **responsibilities and duties** from the President. Also get to know the names and backgrounds of the Vice Presidents whom you will supervise.
2. Hold a special **meeting with the Vice Presidents** for whom you are responsible, and organize your team for the year. Outline their responsibilities and duties, their system to report to you, dates of further team meetings, and extra objectives and timetables for them.
3. **Help your Vice Presidents** plan their own programs.
4. **Serve as the main link** between the Vice Presidents and the President.
5. **Participate in the selection and training** of the Directors. Be involved in their briefings, supervision and follow-up.
6. **Report regularly** to the President on progress being made in your assigned area of activity, and discuss remedies for problems.
7. **Accept full responsibility** for the successes and failures in your area of responsibility.
8. Together with the other elected officers, you are part of the **Board of Directors**. The Board has a certain set of responsibilities. Discuss the role of the Board of Directors with other officers involved.
9. Be **prepared to deputize** for the President at any time.
10. Learn how to **conduct a successful meeting**.
11. Be **aware of the financial status** of the Local Organization. If you are elected President next year, you will inherit whatever financial situation prevails at the time.

## RECOMMENDATIONS

### 1. Familiarization

Obtain the Handover Files from your predecessor, and read all the material carefully. Remove all matters not relevant to your new portfolio, and make your own file for the coming year.

Discuss your responsibilities with your predecessor (who may be the new Local President) and with other officers and past officers who can advise you on your overall responsibility.

### 2. Planning

Have a lengthy discussion with the President, who will give you an outline of your area of responsibility. Then meet with the Vice Presidents who are

initially responsible to you. Help them to establish objectives and a timetable to achieve those objectives.

### 3. Program

Organize your own program, and help your Vice Presidents to establish theirs. Have the programs approved by the President and the Board of Directors.

Make sure that you and the Vice Presidents for whom you are responsible have a personal filing system.

### 4. Deputizing

Discuss with the President the procedures that will be followed by the Board of Directors when there is a need to deputize for the President at meetings, functions and projects.

### 5. Supervision

Learn the skill of supervision. As an Executive Vice President, you are the second ranking in the Local Organization. Act accordingly.

Keep a watchful eye on the membership. Next year you may be the President, and you will want to lead a healthy Local Organization. Check the financial situation constantly because you may inherit the Local Organization's financial status in your presidential year.

Be alert for signs of friction and discontentment among members. If your President is not enjoying a good year, then, for the sake of the Local Organization, for the integrity of your position and for the preservation of a good Local Organization, assist the President in every way possible and help to strengthen the weak areas of his or her administration.

## SUMMARY

The portfolio of Executive Vice President is perhaps the most vital on the Board of Directors.

Many Executive Vice Presidents still do not fully understand the importance of this office. It is the dual responsibility of being the right arm of the President, and, at the same time, assuming the role of understudy for the office of the Presidency.

If you are elected as President in the following year, your preparation will make the transfer of command smooth and efficient.