

JCI LOCAL ACTION GUIDE

Local Vice President

Being elected Local Vice President is normally the first step in the elected career of a JCI member. The road after is wide and full of opportunities and can lead you to the highest position in the organization: JCI President.

You have been working hard in many other functions in the Local Organization, such as Project Chairperson or Committee Director, and these experiences will guide you to perform your new task as Local Vice President supervising the directors assigned to you.

You are now taking up a position that gives you unlimited opportunities for self-development and the opportunity to run for President for the next year.

RESPONSIBILITIES

Here are some of the responsibilities associated with the office of the Local Vice President.

Note from this list how a Vice President is required to manage and lead:

1. **Meet with the President** and go over the responsibilities, program, objectives, communications and reporting systems, and the timetable for the year.
2. Get familiar with **your responsibilities and duties**.
3. **Meet with the Directors** for whom you are responsible, and organize your team for the year.

Outline their responsibilities and duties, their reporting system to you, dates of further team meetings, objectives and timetables.

4. Help your Directors **plan their programs**.
5. **Serve as the main link** between the Directors and the Board of Directors.
6. **Provide adequate training** for the Directors.

Prepare their briefing sessions, and constantly follow up on their performance and needs.

7. **Report regularly** to the President on the progress of the projects under each of your assigned Directors.
8. Accept the **full responsibility for the successes and failures** in your area of responsibility.
9. Together with the other elected officers you are part of the **Board of Directors**.

The Board has a certain set of responsibilities.

10. **Learn how to run and chair successful meetings**. You will be asked to step in and help Directors and project Chairpeople to run their meetings.

RECOMMENDATIONS

1. Familiarization

Acquaint yourself with the recommendations of your predecessor.

Discuss your responsibilities with your predecessor (who may be the new Local President) and with other officers for advice on your overall responsibility.

2. Planning

Have a lengthy discussion with your supervisor, who will give you an outline of your area of responsibility.

Meet with the Directors who are initially responsible to you.

Help them to establish objectives and a timetable to achieve those objectives.

3. Program

Organize your own yearly schedule and help your Directors to establish theirs. Have the schedules approved by the President and the Board of Directors.

SUMMARY

As a Vice President, you will be responsible for the constant activity and activation of the Directors and for ensuring that all members are dully involved in the Local Organization's activities.