



## **VICE PRESIDENT'S RESPONSIBILITY**

*Being an officer in the SkillsUSA Organization is an honor that carries specific responsibilities.*

*SkillsUSA officers must be concerned about the organization's purposes and its successful and efficient functioning. They must prepare themselves for these responsibilities by:*

- *Studying and practicing to become more skillful in their duties*
- *Developing a complete knowledge of SkillsUSA's constitutions and bylaws*
- *Approaching issues objectively to make decisions for the good of all members*
- *Carrying out duties thoroughly, on time and to the best of their abilities*
- *Working cooperatively to make their leadership strong and effective and to ensure the organizations success.*

*Officers should remember they were selected to lead for one year. In accepting their offices, they assume the responsibility of doing everything they can to make this organization better and stronger.*

### **Local Chapter Vice President's Responsibility**

- Presides at meetings and functions in the absence of the president
- Is well informed of the issues and skilled in handling the chapter's business
- Carries specific responsibility for program planning
- With the parliamentarian, is responsible for the arrangement of the meeting room
- Assists the president
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties

### **District Vice President's Responsibility**

- Presides at meetings and functions in the absence of the president
- Is well informed of the issues and skilled in handling district business
- Carries specific responsibility for supporting program planning
- With the parliamentarian, is responsible for the arrangement of the meeting room
- Assists the president
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties

### **State Vice President's Responsibility**

- Presides at meetings and functions in the absence of the president
- Is well informed of the issues and skilled in handling State business
- Carries specific responsibility for program planning and support
- With the parliamentarian, is responsible for the arrangement of the meeting room
- Assists the president
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties