

The Role of a Vice-President

1 Support of President

Collaborate closely with the chapter president to understand and help implement the overall vision and goals of the student chapter. Act as a reliable partner in leadership.



2 Event Coordination

Take a leading role in planning and coordinating chapter events, working alongside the president. Ensure that events align with the chapter's mission and contribute to its objectives.



3 Delegation

Assist the president in delegating tasks to other chapter officers or members. Help identify individuals' strengths and interests, and assign responsibilities accordingly to ensure a balanced workload.



4 Communication Management

Play a key role in maintaining effective communication channels within the chapter. Ensure that members are informed about upcoming events, changes, and other relevant information.



5 Leadership in President's Absence

Remain ready to assume the president's responsibilities as needed, particularly during their absence. This requires a comprehensive understanding of the chapter's activities and the ability to make well-informed decisions.



6 Member Engagement

Actively engage with chapter members, encouraging participation, and soliciting feedback. Be approachable and open to ideas, creating an inclusive environment that values each member's contributions. Provide opportunities for younger members of the chapter to take responsibility for activities.



7 Collaboration with Other Chapters

Foster relationships with other student chapters, both within the institution and externally. Seek opportunities for collaboration on events, projects, and shared initiatives.



8 Financial Oversight

Work with the president and treasurer to manage the chapter's finances responsibly. Assist in budgeting for events and projects, tracking expenditures, and seeking funding or sponsorships as needed.



9 Professional Development Initiatives

Identify and implement initiatives that contribute to the professional development of chapter members. This could include workshops, training sessions, or networking opportunities.



10 Succession Planning Support

Assist in the identification and mentorship of potential successors within the chapter. Contribute to the documentation of processes and knowledge transfer to ensure a smooth transition when leadership changes occur. During meetings, listen carefully for insightful contributions from other chapter members who may have capacities to serve in the future.



Words of Wisdom from Past Vice-Presidents

Event Coordination:

“Say, for example, that your leadership team wants to hold a career panel event to give members an idea of the different paths their degree could take them. You create a list to bring to the president of the tasks needed for the event to run smoothly, including reaching out to panelists, securing event space, advertising the event, providing food for the event, and more. You work with the president to delegate tasks and keep the president updated on progress and involved in decision-making.

- *University of Central Florida*

“Our chapter has a dedicated outreach officer. Recently, we have been extending our outreach to a wider age range. Before it was just middle schoolers and below; now we are including high schoolers and undergrads. That was too much for one person to handle, so the VP stepped up and took on the undergrad side of outreach. This is a very specific example, but it can be thought of more generally as the VP **keeping an eye on everyone’s workloads and redistributing** when needed.”

- Vanderbilt University, USA

Communication Management:

“Let’s say your events are not reaching as much of the student body or chapter members as you had hoped. Talk to your chapter members to find the most effective channel (social media, Discord, Slack, email, printed posters, class announcements, etc.) for relaying event information and event information and promotion. Try to share not just what the event is, but how it is impactful for the attendees – how it will help their studies and further their careers.”

- University of Central Florida



Succession Planning:

Elections are coming up, and you want to make sure the network you worked to build up is not lost in the transition. Compile a list of contact information for other student chapters, professionals, and organizations you have worked with in the past year, and introduce the new president to any contacts you regularly communicate with. Although the new president has likely been highly involved with the group for years, you appreciate the value of having a written reference. Include information on how you have worked with your network (e.g., an annual mixer event with another student chapter, a professional contact willing to discuss internship opportunities or local facility tours).”

- *University of Central Florida*

