



IWLA Chapter Vice President

This is one of the higher administrative officers of the chapter. The **Chapter Vice President** provides assistance to the president, and chapter members look to the vice president for added guidance and leadership.

Duties. The vice president accepts some specific duties, depending on how the chapter is structured and its bylaws. Generally, the vice president's duties include:

- Presiding at regular membership or special meetings, and, if applicable, board meetings in the absence of the president;
- Becoming familiar with the normal duties of the president and with all workings of the chapter and its committees;
- Providing support and assistance to the president to achieve the chapter goals and objectives;
- Holding a structured responsibility or specific assignment within the chapter.

Leadership Tips. Ideally, the **Chapter Vice President** should benefit from on-the-job training before taking over the helm as Chapter President.

For example, in addition to serving on the board of directors, a vice president may be directly responsible for key tasks, such as ensuring the successful operation of the chapter's facilities.

Some chapters opt to have more than one vice president. These officers may or may not be of equal rank and their duties will vary.

For example, one vice president may chair the membership committee; one may be in charge of educational programs; and a third may be responsible for all conservation programs and projects.