

## **COUNCIL VICE CHAIRPERSON**

### **PURPOSE**

The purpose of this policy is to set forth guidelines to assist the Vice Council Chairperson of the Pennsylvania State Council of Lions Clubs in becoming more knowledgeable as to his/her duties and responsibilities. It is desired that the knowledge and experience gained by the Vice Chairperson during his/her year in this leadership role will be carried over to the following year when the Vice Chairperson becomes the Council of Governors Chairperson.

### **GENERAL**

1. The Vice Chairperson shall serve as the assistant to the Chairperson of the State Council of Lions Clubs. He/She shall preside at meetings of the Council of Governors during the absence of the Council Chairperson.
2. The Vice Chairperson shall assist in evaluating the performance and achievements of the Council of Governors and appointed Committee Chairpersons and Coordinators. This shall be done with the assistance of the Council Chairperson. Through this evaluation, the Vice Chairperson is in a better position to advise the new District Governors.
3. During the executive/preliminary sessions and at the regular session of the Council of Governors, held during a State Council weekend, the Vice Chairperson assists the Chairperson and the State Administrator in maintaining an orderly flow of business.
4. The Vice Chairperson will submit a budget prior to November 30 annually for the next Lions year and in accordance with Policy 204: General Reimbursement. The budget is for meetings that he/she attends in Harrisburg, PA.
5. In the event the Vice Chairperson is unable or refuses to serve his/her District Governor, the Vice Chairperson, who is a sitting District Governor, is replaced in accordance with the International By-Laws, Article IX, District Conventions and Elections, Section 6, Paragraphs d and e.
6. The Vice Chairperson is responsible for verifying the validity of checks and bank statements in accordance with Policy 501: Internal Controls. This includes authorization to co-sign transactions over \$2,500.
7. The Vice Council Chairperson will be added to all financial accounts by the State Administrator and have authority for financial transactions.