

US Junior Chamber

Action Guide:

Serving as a State Vice President

State vice presidents (VPs) provide critical leadership, support and information to state and local organizations. Elected by the members, VPs report to the State President and are voting members of the State Executive Committee and the State Board of Directors.

The duties outlined in this Action Guide will enable VPs to help members and chapters find success in fulfilling the mission of the State and US Junior Chamber, creating positive change.

The Role of a State Vice President

1. Open and Regular Communication

The minimum requirement is to speak at least once per month via telephone with assigned local chapter presidents. The purpose of these calls is to share information from the State board, best practices among each other, and assess what issues your chapters face as they create positive change. While a monthly call meets the minimum requirement, past VPs have found success and team unity with What's App groups, group Facebook pages, or monthly group calls.

2. Assessing Progress Together

Work with the State President to put together the plan of action. Also assist the chapters in putting together their chapter plans (accessing previous plans) including promoting participation in the National CLC and parade programs. Reporting to the state President on a regular basis including quarterly updates on the plane and work toward achieving the overall goals of the state.

3. Prepared Decision Making

Participate in monthly Executive Team calls, hosted by the State President. The VP is expected, in advance of each Team call, to read all agenda materials provided and come prepared to the team call to discuss and make decisions. Actively participating in the decision making process of the state.

4. Participate in Events

Attendance at all state conventions and the State Board Retreat is required. VPs are strongly encouraged to attend one of the National Leadership Training Universities (LTU) and national conventions but attendance is not mandatory.

5. Share Best Practices

The VP will give a VP report at each board meeting. These reports are to be up to three (3) to five (5) minutes in length and highlight your portfolio. Your full report is due to the State President one week in advance of the meeting.

6. Respond Promptly

Reply to all received member and team communication (email, telephone) within 48 hours. A reply stating that you need more time for a proper response is acceptable. The point is that all member communication must be acknowledged within 48 hours.

7. Logistical Support in Preparing for Visits

Work with chapter presidents to prepare for a visit. The chapter president will confirm availability and discuss the expectations of the visit. Making sure to discuss all logistics, including if overnight stay is required, is there a fee for the event, will there be food and who is financially responsible for these things. Also what is the expectation of the officer, will they be training, speaking, addressing media, working at a booth, recruiting members, etc.

8. Membership Recruitment and Retention

Work with local chapters assisting in training and mentoring to provide recruitment and retention best practices. Also on how to use the database and assigning rights. Assist in starting new extensions, working with existing chapters and potential members in the area through the growth strategy process.

9. Other Duties as Assigned

Serve as coaches and trainers for your assigned chapters; developing friendships, getting to know them and the chapter focus and listening to their inputs. A successful VP is a good facilitator and mentor. Work with other members of the team to ensure that efficient resources are available to implement planned programs and achieve goals. Write a monthly newsletter article submitted to the secretary or assigned officer.

10. Always Remember: Image is Everything

In all places and at all occasions, dress and act in a manner that reflects positively upon the United States Junior Chamber. This includes ethically as well; upholding the bylaws of the state, national and international organizations; advising the President of inappropriate activity and/or violations.

*****Portfolio Focuses*****

In some states VPs are assigned by areas, below are those listed areas and their focuses.

Community

National Programs – LLS (Leukemia and Lymphoma Society) and United Nations Foundation Nothing But Nets, Junior Chamber Youth Program and any Statewide Community Initiatives

Individual Development

Membership (all aspects – processing, tracking stats, training), National Programs - Shoot for Success Program, Passport to Civic Leadership, Awards Submissions, Training Taskforce, State Programs – Local Officer Trainings and State Competitions

Management/Business

Financial responsibility, National Submission of Paperwork (CLC and Parade), Website, Social Media, State Insurance, State Conventions (including bid process, securing locations, working with State President on the agenda including suggesting trainers and National guests, working with secretary to send out monthly newsletter, run board meeting in the absence of the President