

YOU the VICE-PRESIDENT

As the chosen second in command of your Unit or District, you should be prepared to step into the role of president at a moment's notice. In the case of temporary absence of the president, you'll be expected to perform those duties. In the case of permanent absence of the president, you'll become the president. You should be familiar with the objectives, bylaws and other rules of the American Legion Auxiliary. You don't have to memorize everything, but you do need to know where to find the answers. Of course, you'll set the example in impartiality, courtesy and obedience to rules.

Check the bylaws and other rules of your Unit or District for specific duties of your office. In general, as vice-president, you'll be expected to:

- ✓ Be the official representative of your organization, at the request of the president.
- ✓ Preside at meetings of the Unit or District and the Executive Board in the absence of or at the request of the president. If the first vice-president isn't available, the second vice-president should be available.
- ✓ When presiding at meetings, follow the duties of the president.
- ✓ Carry out administrative and executive duties as outlined in the bylaws or directed by the executive board or assembly.
- ✓ Serve as chairman of a standing committee, if specified in the bylaws or directed by the executive board or assembly.
- ✓ The president is an ex officio member of all committees except the nominating committee. This privilege does not transfer to the vice-president during the temporary absence of the president.
- ✓ In the temporary absence of the president, you may be required to prepare an agenda for the meeting where you will preside. This information will be found in the Auxiliary Handbook.
- ✓ Always exhibit an aura of calm, level-headedness. An amiable smile and attitude of complete impartiality will do more to keep the troops on target than a book full of rules.
- ✓ Use the gavel to have quiet only when absolutely necessary. Tapping the microphone — or just silently waiting — usually will get their attention and hold it.
- ✓ Stand while processing motions and taking votes.
- ✓ Sit while hearing reports and communications.
- ✓ Take the vote by unanimous consent on matters that are not controversial: such as, approval or correction of minutes, adjournment, courtesy motions, etc. Just say, "If there is no objection ."
- ✓ CONSULT THE AMERICAN LEGION AUXILIARY HANDBOOK.