

## Balancing Leadership and Academic Demands

Although participating in co-curricular activities is a rewarding experience, over-dedication to club activities can at times affect your academic performance. Use good judgment when you participate in a student organization. Remember that the main reason you elected to go to college is not to dedicate all of your time to promoting an organization, but rather to obtain a degree that will allow you to be successful in the future. Make use of the tutorial services that the College offers.



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## Club Vice President



A brief guide for the new  
club Vice President.



## Congratulations on being elected club Vice President!

You are now part of BMCC's family of elite student leaders. As your fellow officers, you commit your time and effort to ensure that your organization flourishes. Along your journey, you will be asked to help develop goals for the organization, guide the club, and maintain continuity by training those that will follow in your steps.

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# Be ready to assist the President in any way possible

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### Remember

The duties listed here are general duties for the Vice President of any organization. Each organization should have a supplemental list of specific duties which are designed to fit the special functions and interests of the group. In general, a Vice President should:

## Duties of the Vice President

1. Take over the President's responsibilities when he/she is unable to carry out his/her duties for any reason. Because of this, the Vice President must be familiar with all of the duties of the President.

- Know the proper procedure for conducting a meeting.
- Be impartial. Avoid expressing personal opinions.
- Have a knowledge of parliamentary procedures.
- Prepare an agenda for each meeting.
- Check the minutes of the preceding meeting to make certain that all important matters were discussed and finished.

2. Stay abreast of all the activities and initiatives the President has undertaken.

3. Be ready to assist the President in any way possible.

- Event planning
- Preparation of meeting agendas
- Member recruitment
- Member retention
- Proposal writing

4. Assume and carry out all special duties that may be assigned to you by the constitution, the President, executive committee or members.

5. Attend all executive committee meetings and meetings of the organization.

6. Know and understand your organization's constitution and bylaws.

7. Be able to delegate tasks and to follow-up with the people to whom those tasks are assigned.

8. Be able to work well with other members of the executive board (Treasurer, Secretary).

9. Do not try to do all the work. A good Vice-President assigns responsibilities to others. It is his/her role to follow up and check to see that the work is being done. Total participation of all members makes for a strong organization.

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# Make sure your organization is effective and efficient

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