

# **A Manual For Vice-Presidents of Local Chapters of THE NATIONAL BETA CLUB**



## **DUTIES OF THE VICE-PRESIDENT**

The Vice-President shall act in the place of the President in the event of the latter's absence from the school or the meetings. He/she shall also act as chair of the Executive Committee, and shall serve as general assistant to the President.

The Executive Committee shall consist of the Vice-President as chairman and two additional members (who are not club officers) appointed by the President. The duties of this committee shall be to advise the President and to assist in the general management of the club. This may include discussing the requirements for membership and dropping members.

In some clubs, the Executive Committee plans the programs for the club meetings, publishes a yearbook for the club, and helps in other ways. The following information will help the Vice-President in planning programs or heading up the projects committee.

## **PROGRAMS**

Programs should be varied to interest the entire group. It is essential to plan and prepare for a successful program. Every member should take part in at least one program during the year. Some sources of material may include the following:

- \* Current public resources such as *BetaWeb.org*, *Reader's Digest*, *Time Magazine*, *Newsweek*, etc.
- \* School and city libraries
- \* Government Printing Office documents have valuable information on almost any subject and can be obtained free of charge through the district congressmen.
- \* Your sponsor can download service ideas for you from the Sponsors' Site.

## **PROJECTS**

- \* Projects should be of value to the membership or entire school or community.
- \* Undertake no project of which you, and the entire club, cannot be proud.
- \* Clubs are extracurricular and should not be too ambitious or require too much of the members' time. Select projects that can be done well, and allow sufficient time to complete them.
- \* Solicit the cooperation of the school, and encourage interest through good publicity.