



CHAPTER VICE PRESIDENT

The Chapter Services Department would like to congratulate you on your election as a Vice President of your FMCA chapter. We are here to assist you in your new volunteer position and we want you to contact us at 800-543-3622 if you have any questions or if you need assistance.

For the national office to assist chapters in the most efficient and cost conscious manner possible, certain obligations and duties are required of the Chapter Vice President. In addition, a chapter's individual bylaws may require other obligations and duties. The following list has been compiled to help you in getting started with your new duties and, as you read through the list, please feel free to contact us if you have any questions.

A. DUTIES TO FMCA:

1. **Assist the President** - The chapter Vice President assists the President and serves as presiding officer in the absence of the President at any duly called meeting.
2. **Serve as Acting President** - Upon a vacancy occurring in the office of President, or upon the President's inability or refusal to preside, the Vice President performs all the duties of the President. When so acting, the Vice President exercises the authority and is subject to the same limitations as apply to the president.

B. OTHER DUTIES:

1. **Regional Administrator** - In larger chapters, Vice Presidents are often assigned geographic areas and they act as the chapter's administrator of their respective area.
2. **Chair Committees** - Some chapters utilize their Vice President(s) to chair various standing and/or ad hoc committees.

C. ATTACHMENT:

President's duties