



Minnesota Peony Society

MPS Vice President Duties and Roles

The Vice President, in the absence or disability of the President, shall oversee meetings and events. The Vice President is an integral position which the President relies upon to carry out their duties in an efficient and timely manner. The Vice President may be assigned duties by the President to aid in the administration of the Society as needed.

General Information

- 2-year terms (may be elected again after the end of a term per MPS bylaws)
- Any member of MPS may be nominated for Vice President and they need not be currently on the board
- The Vice President often becomes the next president, but there is no succession plan in the Bylaws which directs this to happen.

Therefore, the Vice President must choose to be nominated and then be elected to become President

- The Vice President may be removed from office by the Board of Directors for failure to act in the best interests of MPS

Qualifications

- Leadership, organizational, interpersonal and problem-solving skills as well as strong oral and written communication skills
- Understanding of the goals and ideals of MPS as an organization
- Flexibility and willingness to make changes
- Ability to set and meet strong deadlines, produce clear expectations and provide systems for others to meet their deadlines
- Have knowledge of bylaws and implementation
- Self-motivated/strong work ethic

Duties

- 1) Consult with the President, Directors and other Society Officers concerning administrative decisions.
- 2) Attend all Board of Director Meetings and actively participate.
- 3) Actively promote transparency, inclusion and equal/fair treatment to all members
- 4) **Meet deadlines** as developed by the Board of Directors and committees. This protects and shows respect for everyone involved. Additionally, meeting deadlines protects others from

situations which may cause other members to perform work they did not anticipate or may not be able to perform

- 5) **Respond to communications** in a timely manner. For most organizations this is within **two days**. Some responses may require more immediate attention, others less so.

Main Responsibility

Work with committees to plan a schedule for the next year. This entails setting the dates for the events and selecting a location. Once the schedule is determined, the president will set meeting agenda and committee chairs will plan the specific events. For example, Exhibition Chairs will plan the annual show and Auction Chair will plan the auction.