



Minnesota Peony Society

MPS Vice President Duties and Roles

The Vice President, in the absence or disability of the President, shall exercise all duties of the President. 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)
- 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) Assist the President with tasks during periods of heavy workload
- 3) Lead or direct research/problem solving projects for the society (President and Vice President will determine)

- 4) Attend all Board of Director Meetings and actively participate
- 5) Assist President with application of Bylaws in all phases of the organizations operations
- 6) Actively promote transparency, inclusion and equal/fair treatment to all members
- 7) **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
- 8) **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