



Vice President Training

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01. What is a VP

02. VP Roles

03. How to work with Presidents

04. General advice and tips





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What is a Vice President?

SPARK NOTES DEFINITION

The Vice President essentially works to assist all officers in their roles and help carry some of the work load a president would carry.

SKILLS OF THE VP

- Well organized not only in their personal life but on behalf of the club as well
- A good listener
- Communicates well with others.



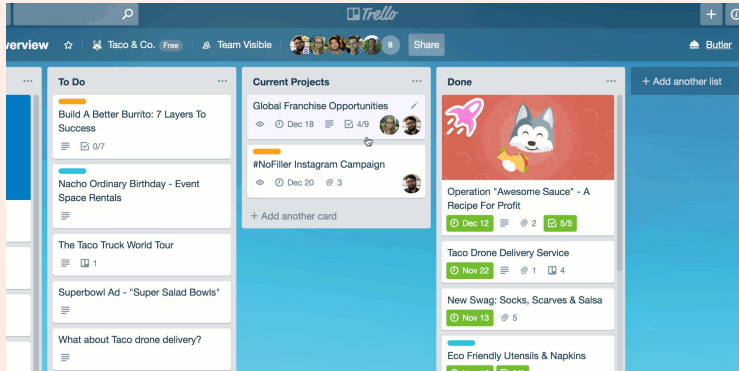


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VP Roles

KEEP OFFICERS ORGANIZED

Keep track of all assignments and resources for the officers through a google drive, trello, or schoology



ASSIST THE PRESIDENT IN THEIR DUTIES

We will go in depth about this later.

HEAD COMMITTEES

VP should regularly check in with committees and actively work with them to make sure everything runs smoothly.

CHECK IN WITH ALL OFFICERS

Make sure each officer is fulfilling their roles and if necessary assisting them with getting work done. This could be making sure secretaries submit the MRF or the helping the editor find articles/pictures.





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How to work well with your
President

HAVE OPEN AND CONSISTENT CONVERSATION

- Have conversations on a near daily basis and try to talk outside of emails.
- Don't be afraid to let them know if something should be worked on or changed.

DIVIDE UP ROLES

- Make sure you and your president have agreed on weekly tasks you will complete between each other.
 - Ex: you create the slides for a presentation and the President edits/presents them.

TAKE INITIATIVE!

- Take the initiative and reach out to your president about any and ALL ideas you may have.
- Critique shouldn't be scary! It will just improve your skills as a VP.
- That being said, listen to your President's ideas as well.

FORM A FRIENDSHIP OUTSIDE OF KC

- Make the effort to form a friendship with your President .
 - Getting tasks done will be a lot easier to do if you have your friend by your side!





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General Advice and Tips

- 1) Focus all assignments and tasks for officers on one platform, I recommend trello.
- 2) Use a platform like Groupme or Remind to keep connections with committees and remind them of deadlines
- 3) Try and think outside the box on ways to improve your club since the role of VP isn't very strict, you have the opportunity to bring these new ideas to the table. An example would be introducing a new way to connect with students.



Opening the conversation: What tips or questions do you have?