

# STAR POINTS



## DUTIES OF A VICE PRESIDENT

### **Preside**

Presides in absence of the president.

Learn Parliamentary Procedure.

### **Plan**

Attends agenda planning meetings with other officers and leaders before club meetings.

### **Membership**

Greets new members and introduces them.

### **Program**

Coordinates programs with the club leader.

Helps plan the club's yearly calendar of programs.