

LWML Vice President

Guidelines

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Introduction

Your fellow members have placed their trust in you by electing you to the office of vice president to serve your organization as well as God and all His people. As it is the Lord's work, you will want to do your very best.

Therefore, begin with:

- prayer for His guidance and strength;
- knowledge of the LWML – its object, purpose, and structure;
- examination of the responsibilities of the office;
- review of materials and files;
- awareness of the meaning of leadership.

Role of Vice President

The primary purpose of the vice presidency is to:

- assist the president in moving the organization toward accomplishing its vision and supporting the mission of LWML;
- assist the president in establishing intentional plans to focus its work to meet the needs of the women of the organization;
- perform the duties of the president in the absence, or at the request, of the president.

Duties of Vice President

The duties of the vice president are usually described in an organization's bylaws. Typically these include the following:

- preside at meetings in the absence of, or at the request of, the president;
- be involved in the society's planning process;
- make recommendations for committee appointments;
- report on assignments;
- prepare a workable file for one's successor;
- have a workable knowledge of basic parliamentary procedure;
- perform whatever additional duties the society may prescribe.

Duties may also include:

- attend zone and district events, and encourage/motivate others to attend;
- provide for distribution of the LWML publication;
- seeing that guidelines for the office are preserved and updated;
- display hospitality to all, especially newcomers, and seeing that they are assimilated into the group;
- arrange for a smooth and orderly transition of office.

Leadership

Since the Vice President may be asked to assume the chair in the absence, or at the request, of the president, she should possess comparable leadership skills. Leaders:

- express clearly the vision and values of the organization;
- provide a climate where members feel their work is significant;
- are good listeners;
- know their own strengths and weaknesses;
- are effective in getting things done;
- manage their time efficiently and are self-organized;
- delegate work well;
- manage change and prepare people for beneficial change.

Decision-Making

The vice president may be asked to assist the president in making decisions. Keep the following points in mind regarding decision-making:

- be open minded;
- analyze the situation with honesty;
- recognize the opposition's viewpoint;
- allow those who are affected most to make the decision;
- help followers participate in the decision-making process and ask for possible solutions when a problem is presented;
- have a contingency plan in place in case problems arise.

Resources

Available from the LWML:

- *President* from the LWML Guideline series
- *Parliamentary Basics for Everyone*

Available from the National Association of Parliamentarians:

- *Spotlight on You the Vice President*



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