



CHAPTER VICE PRESIDENT

Congratulations you've been elected as vice president of your FMCA chapter. We are here to help you in your new volunteer position so please feel free to contact us at 800-543-3622 if you have any questions or need assistance.

We would like to highlight a few important items. Certain obligations and duties are required of the chapter vice president. You may need to reference your chapter's bylaws for any additional duties and obligations required by your chapter.

DUTIES TO FMCA:

- **Assist the President** - The chapter vice president assists the president and serves as presiding officer in the absence of the president at any duly called meeting.
- **Serve as Acting President** - Upon a vacancy occurring in the office of president, or upon the president's inability or refusal to preside, the vice president performs all the duties of the president. When so acting, the vice president exercises the authority and is subject to the same limitations that apply to the president.

OTHER DUTIES:

- **Regional Administrator** - In larger chapters, vice presidents are often assigned geographic areas to act as the chapter's administrator of their respective area.
- **Chair Committees** - Some chapters utilize their vice president(s) to chair various committees.