

## **The Vice President**

The office of vice president usually carries specific responsibilities for program planning. In most organizations, this is a major task involving many skills and much hard work. Generally, a committee is appointed to assist the vice president in determining the program topics and personnel involved, securing speakers, arranging for adequate facilities, and developing the printed program. Work on the program should start early in the year and be completed as early as possible to provide an effective and successful year of activities.

The vice president in Business Professionals of America chapters has the specific responsibility of coordinating all Torch Awards Program activities—from encouraging members to participate to making sure the résumés are completed accurately and sent in by the prescribed deadlines. The vice president also assists the president by meeting with all committees, coordinating the program, and assuring that all activities are in keeping with general chapter practices. It is important to note that the vice president must be prepared at any time to assume the office of president when necessary.