

Vice President's Duties

1. Put flip chart in place.

The Flip Chart is to be positioned at the head table in front of the President.

2. Affirm the room is ready.

Make certain that the restaurant is in order to conduct a proper, professional LeTip meeting.

- a. Set up the greeting table; make sure that it is properly stocked with information for your guests with guest badges, a guest register, news articles, chapter rosters, the Dollars in Your Pocket brochures, and What LeTip Does for You.
- b. Verify that the American flag is present and that the showboat table is set up according to the guidelines.

3. Confirm the greeter is ready.

Ensure that the Greeter is at the entrance of the room to sign in the guests and provide them with badges. It is the Vice-President's job during the meeting to make sure that you fine the greeter \$1 if late. The Vice-President takes the Greeter's place if the Greeter does not show.

4. Supervise all committee members

Check with committee members prior to the meeting to see if they have a report to give.

- a. Assist the Treasurer in collecting quarterly dues when they are delinquent.
- b. Assist in collecting guests meal costs .
- c. Know every committee and chairperson's job responsibilities and make sure all committee members follow through.

5. Bring guest register to President.

Place the guest register in front of the President prior to the start of the meeting.

6. Have committee reports ready.

Request the appropriate committee reports be given at each meeting, including the Poker Folder report which is to be passed by the Membership Chair.

- a. State the Chapter size and mention any new members.
- b. Make sure to have a copy of the program schedule for Showboaters, Speakers & Greeters for the quarter.

7. Report on attendance.

Bring the updated attendance chart to each meeting and provide an oral report to the membership.

- a. Mention any member who has missed two consecutive meetings and reiterate the attendance rules at every

meeting. Refer to the Bylaws, Article IV, Section 1, item (c). Excused absence: Sick, vacation or unusual circumstance such as jury duty or family funeral will be noted as such for attendance purposes with a call to the Vice-President. Unexcused absences include anything business related or any non-communication with the Vice-President.

- b. The Secretary automatically sends any member who has missed two unexcused meetings the warning of termination letter. Always have the warning letter on hand. They are available through LeTip International.
- c. Notify the membership of chapter openings, including any recently terminated member's occupations.

8. Order Chapter Supplies.

Online ordering is available at www.letip.com or by faxing a supply order form to 1-858-490-2744. Forms available in the LeTip Library at www.letip.com, Member's Only.

- a. Ensure that the chapter always has supplies necessary to run a meeting (i.e., American flag, Tip bucket, current Tip forms, escrow forms, voting ballots, name tags, brochures, card caddies and applications).

9. Tally all voting ballots for prospective members.

- a. Review all "No" votes with the President. All "No" votes must include a name and phone number. If the voting shows a rejection, no announcement is made until the President calls all "No" voters to make sure they are valid votes.

10. Affirm business only regulation.

The Vice President must make sure only business is conducted and discussed during the LeTip meeting.

- a. Any item brought up that does not directly relate to business leads is to be discussed at a later time or at a Board meeting. The Sergeant at Arms must have the meeting under control at all times.
- b. Although we encourage involvement, the promoting of other organizations or charities is not allowed at meetings.
- c. Simply redirect non-business topics by mentioning that you are free to discuss this after the meeting.

11. Follow bylaws

Always follow meeting guidelines and bylaws. They provide an orderly way to handle the activities of the chapter.

12. Lead by example.

Actions still speak louder than words, particularly when your behavior motivates people to do their best work. By being enthusiastic, loyal, and committed, you teach members to do the same.