

# VICE PRESIDENT

## Vice President Job Description

### **A VICE PRESIDENT MAKES HI-Y MEETINGS INTERESTING BY PLANNING MEANINGFUL PROGRAMS. THE HI-Y VICE PRESIDENT . . .**

Plans programs consistent with HI-Y's purpose  
Makes sure all arrangements are set for the meeting  
Insures that HI-Y meeting programs are meaningful, relevant, and educational  
Maintains high standards of character

Therefore, the Vice President is essential for planning good HI-Y programs that will insure good HI-Y meetings.

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### **HERE ARE YOUR DUTIES:**

- Attend meetings of the Executive Committee.
- Develop well-planned, diversified programs for HI-Y meetings.
- Make sure that the physical arrangements (chairs set up, podium in place, etc.) are appropriately made for meetings.
- Make sure that all members know the time and place of the meetings.
- Serve as Chair of the Program Committee.
- Serve as host for all guests.
- Preside at meetings if the President is absent.

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### **HI-Y MEETINGS WILL BE WELL ATTENDED IF THERE ARE GOOD, WELL-DEVELOPED PROGRAMS. HERE ARE A FEW "TIPS" ON HOW TO ACCOMPLISH THIS:**

- Plan programs well in advance of the meeting.
- Vary the types of programs (videos, speakers, skits, etc.).
- Through the Program Committee, seek ideas from others for new programs.
- Arrive at HI-Y meetings early to make sure everything is properly set up.
- Greet your guests at the door and make them feel welcome. You are their host.



# Program Ideas . . . What Our Members Want Survey

*Survey results are tabulated by the Program Committee to find out what programs the members want.*

1. Rank your program preferences on the blank line. (1 is most important, 2 is important, 3 is least important.)

Programs that build a better understanding of . . .

- A. Self-confidence, self respect
- B. Peers
- C. Physical fitness
- D. Money management, investing
- E. Choosing a college
- F. Career options
- G. Family relationships
- H. Marriage, parenting
- I. Cultural understanding
- J. Community Improvement
- K. Personal standards
- L. Health Issues (AIDS, Nutrition, Tobacco, etc.)

Check as many program methods you find interesting.

- |                                    |                                         |                                     |
|------------------------------------|-----------------------------------------|-------------------------------------|
| <input type="checkbox"/> speaker   | <input type="checkbox"/> public hearing | <input type="checkbox"/> film       |
| <input type="checkbox"/> skit      | <input type="checkbox"/> field trip     | <input type="checkbox"/> poll       |
| <input type="checkbox"/> interview | <input type="checkbox"/> exhibit        | <input type="checkbox"/> discussion |
| <input type="checkbox"/> panel     | <input type="checkbox"/> town meeting   | <input type="checkbox"/> chart      |

List others \_\_\_\_\_  
\_\_\_\_\_

Other program topics or ideas you have \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List the programs you will help develop for our HI-Y \_\_\_\_\_

\_\_\_\_\_  
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Other Comments/Suggestions on Program \_\_\_\_\_

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Your Name \_\_\_\_\_ Phone \_\_\_\_\_

# HI-Y Service To Others

## *Here's How Our HI-Y Can Make A Difference*

A. Here Are Three Ways To Improve Our School

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

B. Here Are Three Ways To Improve Our Town

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

C. Here Are Three Needs Young People Have In Their Home

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

D. Here Is What Our HI-Y Can Do About Them

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# Program Planning Guide

Name of Program \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_

Person/Committee Responsible \_\_\_\_\_  
\_\_\_\_\_

Person Responsible for Publicity \_\_\_\_\_

## Program Details

Person Presiding \_\_\_\_\_

Agenda or Order of the Program \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Preparation Responsibilities

Prepare Meeting Place \_\_\_\_\_  
\_\_\_\_\_

Equipment or Supplies \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_

Clean Up \_\_\_\_\_

Thank Yous \_\_\_\_\_

## Evaluation/Reflection

Involve your planning committee and your members in an evaluation and/or reflection on the program. What did people learn, what was accomplished, what will members and/or your HI-Y be able to do because of the program, how did it contribute to HI-Y's purpose, etc.