



Vice President duties:

- Chair the Programs Committee
- Responsible for planning organization events and activities
- Responsible for promoting organization events and activities
- Assist President with any and all organization tasks
- Attend and assist in weekly executive board meeting
- Attend and assist President in delegating monthly organization meeting
- Encourage proactive members to volunteer
- Assist in recruitment for potential members and volunteers
- Recruit potential donors for the organization
- Establish and maintain constant communication with executive board members, the university, and donors
- Maintain constant upkeep for the organization website, email account and social media accounts
- Assist President in overseeing responsibilities of organization functions
- Contact potential donors and compose thank you letters

The Vice President's top priority is to establish and maintain constant communication between members through various sources of communication, assist the President in any organization responsibilities and chair the Programs Committee. As the chair for the Programs Committee, the Vice President will work closely with members in the Programs Committee in order to disseminate information regarding the organization to keep members informed of upcoming events and activities. In addition, the Vice President maintains upkeep of the organization's website by posting up-to-date information regarding fundraising events, volunteer opportunities for members, upcoming events and conferences, important organization forms, monthly meeting information and photos of past events readily accessible to members, university faculty and potential donors. For the past few years, B.E.S.O. has received amazing feedback and support from university personnel that has allowed us various volunteer opportunities and the Vice President assists in maintaining close relationships with past, current and potential donors that could contribute to the organization. In addition to the disclosed duties, the Vice President maintains a close relationship with the President and assists with preparation for monthly general meetings, coordination of events, recruitment of potential donors and members, and any other responsibilities needed. In promoting organization events and activities, the Vice President creates flyers and other documents and works closely with the office of Student Affairs in order to effectively disseminate the information to students on campus. In order to encourage members to be proactive in the organization, the Vice President maintains usage of various forms of communication. Also, the executive board is responsible for training the new board that follows. In conclusion, in the absence of the organization President, the Vice President must assume the duties of that office.