



## LOCAL ACTION GUIDE

# Local Executive Vice President

While some Local Chapter and State Associations do not have this position, larger organizations may add this role to streamline leadership and communications. The Executive Vice President has the role of supervising the Vice Presidents and assisting in local presidential duties.

When you are elected as Local Executive Vice President, you are taking a position that often leads to the presidency. You will work side by side with the President during their year of office, preparing for a future local leadership role.



## UNDERSTUDY THE LOCAL PRESIDENT

- 1. Learn the responsibilities of the Local President**  
The Local President represents your Local Chapter both internally and externally. The President also manages the Local Chapter, leveraging national and international resources. The role also includes leading and motivating members. This is your chance to have a first-hand preview of what presidency entails.
- 2. Learn about the JCI structure nationally and internationally**  
As a local member, you were primarily focused on local issues and projects. Now as a higher-level board member, you must widen your view and learn the structures, roles and policies that run JCI at national and international levels. This helps you understand how your organization fits in the broader picture of JCI and the world.
- 3. Assist the President**  
The Local President oversees many responsibilities in the day-to-day management and leadership of the organization. It is your role to assist in these responsibilities according to the Local President's needs. If there are any tasks you are unfamiliar with, this is your opportunity to learn about them and try them. The role of the President can be challenging, and you have the power to help them solve problems, foster a team spirit and strengthen the organization.
- 4. Step in for the President when needed**  
The Local President may not be able to attend every meeting or every event. They will look to you to step in to chair meetings, supervise and represent the organization.

## COORDINATE PLANNING

### Plan of Action

One of your major tasks as Executive Vice President is to supervise the creation of the upcoming year's plan of action. In accordance with the JCI Active Citizen Framework, a community needs analysis will form the basis of your work in the community for the following year. If this has not recently been done, take the lead on conducting a broad community needs assessment. Use these results to determine which projects continue to be relevant based on the changing needs of the community.

Your close partnership with the President and strong involvement in the Local Organization will allow you to assess current internal goals and see what has been successful and what has not. Use this insight when creating the new plan of action to continue best practices and form new goals in relation to membership growth, communications, and procedure.

While drafting the new plan, reference the international plan of action so your local priorities match international goals.

### Strategic Plan

Another major task as Executive Vice President is to supervise the compliance of your Local Organization with your local strategic plan. Every Local Organization must have a plan that goes beyond its yearly activities. The strategic plan creates a map for the future of the Local Organization. It identifies strategic goals and ways by which those goals can be accomplished over a period of time.

Be very familiar with your Organization's plan and the progress that has been made. If three to five years have passed since the creation of the current plan,

## COORDINATION OF DIRECTORS/CHAIRPERSONS

Once you have chairpersons appointed to cover all of the internal responsibilities, work with the chairpersons to allocate specific tasks among the committees throughout the year. Consider workload, interests and experience when assigning projects. If one committee gets overloaded, consider appointing another chairperson to divide the responsibility. If a project director/chairperson oversees more than 10 committee members, consider helping them create subcommittees.

Keep close contact with all the directors/chairpersons so you can assist them as needed. Make sure the responsibility is distributed fairly and that each director/chairperson feels valued and supported.

As a Vice President, you also need to keep in contact with the other Vice Presidents, especially the others assigned to the internal category. Be mindful that many projects may have external as well as internal components, so communicate accordingly with all Vice Presidents. Pay attention to the reports of all other Vice Presidents so that you are informed about what other projects might have a component that relates to your area of responsibility. Even at community events, there may be elements relating to the responsibility of Vice Presidents for Internal Affairs.

## PROJECT MONITORING

Once you have your chairpersons and committees in place, your main role is to oversee and monitor the status of their projects and activities. Periodically attend their committee meetings and stay in close contact with all the chairpersons to receive updates on their progress. Make sure the committees know how to contact you if they have questions or problems along the way.

Depending on the committee's area of activity, they may already have an existing plan in place. Committees that are more project- or event-based will need to create a plan for each new activity. Work with them to ensure they are aware of the tools available to assist with these planning processes. Recommend that they access the online project planning tool available in the members section of [www.jci.cc](http://www.jci.cc) and that they read the Project Planning Action Guide. These tools will help them step-by-step through the planning and execution process, which will not only help them, but also make your management role easier.

Once a project is underway, make sure the committee is measuring their progress and their impact throughout the process. The committee should record the result or response to every action taken.

For example, for a teamwork training for members, the committee should record details prior to the training about the level of teamwork efficiency existing in the organization. Keep track of how many people were invited, what methods were used to contact them, what was the response rate, how many people attended, what were the results of the survey of attendees, and how teamwork efficiency changed in the organization after the training. Data of this type will allow the committee and you to effectively evaluate the strengths and weaknesses of the initiative. Compare these results to the goals set out in the project plan to create a complete evaluation of the activity and make informed decisions in the future.

When the project is complete, help the committee prepare a report to the local Board of Directors, the local membership and on the JCI website to create a record and to share the successes and challenges. Your experience will not only help your local members, but also other members around the world.