



Vice-President's Duties

1. Set the meeting room and affirm the room is ready

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

- The flip chart is to be positioned at the head table in front of the President and preferable elevated (tented).
- Set up the greeting table; make sure that it is properly stocked with information for your guests with guest labels, a guest register, a framed commitment of integrity, packs of 5 and any other LeTip literature.
- Verify that the American flag is in the correct location and present and that the Showboat table is set up according to the guidelines. (see room layouts pg 3-5)

2. Confirm the Official Greeter is ready

Ensure that the Official Greeter(s) is at the entrance of the room to sign in the guests and provide them with name badges. It is the vice-president's job to make sure that the greeter, if late, puts \$1 in the Tip bucket. The vice-president takes the Official Greeter's place if the Official Greeter does not show.

3. Supervise all committee members

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

- Assist the treasurer in collecting delinquent quarterly dues.
- Assist in collecting guests' meal costs.
- Know job responsibilities for all committees and chairs, and make sure all committee members follow through.

4. Bring guest register to president

To avoid conflicts of interest, place the guest register in front of the president, five minutes prior to the start of the meeting.

5. 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.

- Make sure to have a copy of the program schedule for Showboaters, Greeters & Speakers for the quarter.

6. Take and report on attendance (see script on pg 6)

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

- Mention any member who has missed two consecutive meetings and reiterate the attendance requirements at every meeting. Refer to the LeTip Bylaws, 4.1(d). "Excused absence: sick, vacation, unusual circumstances such as jury duty, or family funeral will be noted as such for attendance purposes with a call to the Vice-President. Unexcused absences: non-communication with the vice-president, no call, no show". Anything business related is also considered Unexcused.
- The Vice-President and/or Secretary automatically sends any member who has missed two unexcused

meetings a warning of termination letter. Always have a warning letter on hand. These documents are available at www.letipwired.com (documents-letters).

- Notify the membership of chapter openings, including any recently terminated member's occupation.

7. Order chapter supplies

Complimentary and Prepaid Chapter Supplies can be ordered online at www.letipwired.com (webstore)

- Order quarterly and 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, guest labels, brochures, and applications).

8. Tally all voting ballots during the meeting

For prospective members, 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.

9. Affirm a business only regulation

The vice-president ensures that only business is conducted and discussed during the LeTip meeting.

- 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, including sidebars.
- Although LeTip encourages involvement, promoting other organizations or charities is not allowed at meetings.
- Redirect non-business topics by mentioning that such topics can be discussed after the meeting.

10. Follow LeTip Bylaws

Always follow the flip chart and the bylaws. They provide the structured order of the chapter, provide protection, which leads to success.

11. Lead by example

Actions 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.

12. Board Meeting Duties

The chapter should hold 12 board meetings a year and the Vice-President sets the dates of the meetings and informs the chapter of the date, time, and location. Prior to the board meeting prepare the agenda, print copies of the agenda and monthly reports for each board member.

13. Verify any cash collected at the meeting

After the meeting the Vice-President and/or assigned committee person should count any cash received during the meeting with the Treasurer as a means of checks and balances. The Treasurer then will update the chapter ledger and make a deposit of the funds into the chapters checking account.