



The Vice President

Your job as Vice President: As Vice President, you would preside at meetings in the absence of the President, or when the President wishes to address the meeting. You would perform any other duties required of you by the President.

At your District Meeting, you will represent your Branch as the Junior Representative. Your President will be the Senior Representative.

As **Vice President**, be knowledgeable of the “Duties of the President”.

If your President is unavailable to attend the meeting, as a Chairperson, you follow the “required activities of the President”, stated below.

During the meeting, if your President is unable to attend, you:

- Call the meeting to order on time.
- Keep the business moving in an orderly manner. Be aware of all that goes on and if Members are slow to respond then suggest a course of action.
- Avoid talking too much. The meeting belongs to Women’s Institute Members. The Chairperson is only the ‘Pilot’ and should avoid giving opinions.
- Encourage all members to take an active part in the meeting, but don't allow one person to dominate.
- Put Motions to vote at the proper time. You should also make sure that:
 - Every Motion and amendment is properly seconded.
 - Motion is read in full before discussion is opened.
 - You take the count of the vote for those in favour and those opposed
 - The result of the vote is announced.
- Cast deciding vote in case of tie vote.
- Encourage members to help. Don’t tell them to help.
- Generally stand when presiding at the meeting. Stay seated when Secretary reads her report and calls roll call, during committee reports, Treasurer’s report, and the program.
- If you wish to participate in the discussion, allow another Member of the Branch executive committee to assume the Chair while you take an active part in the discussion.