



VICE PRESIDENT DUTIES AND RESPONSIBILITIES

DUTIES:

Duties and responsibility of the Vice President:

The Vice President will act and perform the duties of Club President if the current President is unable to do so. The Vice President is responsible for running club meetings and upholding the Club's bylaws and philosophy in the President's absence.

NAIC EVENTS:

The Vice President is responsible for Club education and participation in NAIC sponsored events. Members are required to attend 1 NAIC meeting per year, and the Vice President is responsible for informing club members of upcoming NAIC events throughout the year. Notice of NAIC events can be made via email, or by announcement at club meetings.

CLUB LIBRARY:

The club Vice President will keep a club library, containing completed Stock Check Lists, Stock Selection Guides, and other reports that are necessary of stock purchase. I have a binder where I file the completed SCL and SSG's are done in hard copy form. The Portfolio manager is responsible for keeping and posting on the web site, electronic copies of completed guides and reports.

GUEST SPEAKERS:

The Vice President duties include organizing and inviting a guest speaker to attend a club meeting once a year. Guest speakers can be beneficial for the club for several reasons. Guest speakers help to keep interest high in club activities, they can critique the club's portfolio and evaluate the club's current investment opportunities.

Guest speakers can include, but are not limited to NAIC Council leaders, the club's broker, members of successful clubs in the area, economists, bankers, company executives, college professors, or corporate representatives.

The current calendar for 2001 – 2002 has guest speakers scheduled for September 2001 and March 2002.

CLUB EDUCATION:

Educational topics of interest for the club include, but are not limited to the Stock Check List, Stock Selection Guide, Challenge Tree, PERT and annual report analysis. The NAIC has supplied the club with several useful tools to educated club members. The first tool is the Starting and Running a Profitable Investment Club book. All members are encouraged to purchase the book and review all the chapters. Each member has been assigned a chapter to do a "book report" on. These chapter summaries have been placed on Yahoo groups and are available for printout. As new members join the club, the VP can assign the new member a chapter for review.

The NAIC has also produced a booklet that contains 12 letters that are to be read aloud during club meetings. There is additional information that can be reviewed and discussed following the readings. The letters can be reviewed every other year or more frequently if there is a large number of new members, or turnover.

The NAIC Stock Study Course is another helpful tool in the education of club members. The large green binder consists of 14 lessons, which are self-contained, and require no additional outside reading. Each lesson ends with a self-grading exam to review which areas might need a more in-depth study. I think that the lessons need to be broken down to a smaller size in order to be effectively taught during a club meeting.

At this time, the goal is to have a 10 – 30 minute lesson per meeting, with 50-minute lessons to be taught in June 2001, October 2001 and April 2002. No classes are scheduled for July 2001 and January 2002.

Club members are encouraged to take NAIC sponsored classes, and report that information back to the club. Club members have 2 months after taking a class to present the information, or they will not be reimbursed for the class.

MENTORING:

The Vice President is not only responsible for the education of existing members, but also the education of new members as they join the club and increase their participation level. The VP can assign a new or potential member a mentor. Most mentors are assigned based on their prior relationship with the new member. If the new member doesn't currently have an existing relationship with a member, a mentor can arbitrarily be assigned. If a mentor is not satisfactorily educating the new member, the VP can intervene and assign a new mentor.

PRESIDENTIAL ASSISTANCE:

The Vice President should meet with the President yearly to discuss improvements that can be made within the club, and to review the club's bylaws and philosophy.