



**Frankfurt American High School Alumni Association**  
**Classes of 1967 – 1973**  
***www.fahsaa.org***

**ROLES AND RESPONSIBILITIES OF THE VICE PRESIDENT**

Outline of responsibilities beyond the scope of what is written in the Bylaws:

As needed/when needed, in support of the President, the Vice President shall participate in:

1. Oversight of each of the committees and assuring that the chair is fulfilling assigned responsibilities. Making recommendations, if necessary, to make changes or to provide support. Connect by phone, email or Zoom with those committee members, chairs, and the Executive Board to provide support in follow-up to meetings, etc., if/when needed.
2. Various phone/email/Zoom calls with the Executive Board and with class representatives, including committee chairs, when necessary. Follow-up calls from chairs and others requiring assistance and coordination with the Executive Board and/or committees needing to be involved.
3. Interact with the Compassion Committee lead and concerned others during illness or death of classmates, ensuring class representatives are aware and are reaching out to support their family members.
4. Communicate with Board members, Class Reps, and other concerned persons about Board Business as instructed by the President.
5. Support organizing/managing various meetings at reunions and special gatherings in the President's absence. This includes contact with any committee that is presenting at the reunion and working hand-in-hand with them, as needed.

The role of Vice President (VP) on the Board of Directors is multifaceted and crucial for the effective functioning of the organization. Typical responsibilities include:

- Support for the President: The VP acts as a key support figure to the President of the Board, assisting in fulfilling duties and ensuring the smooth operation of Board activities.
- Leadership Backup and Succession Planning: A core responsibility is to be prepared to assume the duties of the President or a Chairperson in their absence or incapacitation, to ensure that the Board never goes without leadership. This often

involves understanding and being capable of performing all presidential duties. The VP is considered to be the next in line for the presidency, playing a role in leadership transition and succession planning until a new President can be elected.

- **Facilitating Board Meetings and Communication:** The VP may assist in preparing meeting agendas, ensure meetings run smoothly, and encourage active participation from all board members.
- **Committee Leadership and Liaison** has included in the past serving as a liaison for various committees, connecting the work of the committees with the overall board strategy, and supporting fundraising, marketing, and program development.
- **Strategic Planning and Implementation:** the VP collaborates closely with the board and senior executives to develop, implement, and monitor strategic plans aligned with the organization's goals and objectives.
- **Representing the Organization:** When necessary or delegated, the VP may act as a spokesperson for the organization, engaging with stakeholders and representing the organization at public events.
- **Specific Duties and Delegated Tasks:** the VP's role can also involve specific tasks delegated by the President or the Board, such as drafting communications, undertaking special projects, or acting as an emissary for sensitive discussions with board members.

Prepared by Skip Pettit, Vice President

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