Company Vice-President(s) Responsibilities

Introduction
The company vice-presidents provide support to the company president and are assigned responsibilities at the discretion of the president. There are typically two vice-presidents elected in each company. The company president may assign areas such as the Jubilee, Outreach, Legacy newsletter reporter, Information Technology (IT), museum leadership, etc.

Summary of ISDUP Constitution and Bylaws
- Assists the president in any work she may delegate to them and counsel with her upon all important matters affecting the company organization.
- The first vice-president assumes the responsibilities of the president in case the president is absent or unable to act. She shall act until the absence or inability ceases.
- If the first vice-president cannot act, the second vice-president assumes the president’s responsibilities. She shall act until the absence or inability ceases. If the president resigns or dies in office, the officer assuming her responsibilities shall be known as president (see Standing Rules for DUP Companies and Camps, Leave of Absence, Section 9).

Responsibilities
1. Provide Leadership and Management to Activities and Programs as Directed by the Company President
   - Activities include but not limited to:
     - Provide Leadership to the Jubilee.
     - Organize the annual leadership training seminar for camp officers.
     - Give assistance to assigned district convention responsibilities.
     - Provide outreach activities.
     - Send Legacy articles through company to ISDUP.
     - Maintain camp scrapbook.
     - Provide leadership to the museum (if applicable).
     - Fulfill duties of other non-elected offices.
   - Company vice-president(s) can utilize Company Instructions and Procedures officer responsibilities of other non-elected offices and perform those activities as directed.

2. Provide Leadership and Training to Company Board and Camp Vice-Presidents and Officers as Directed

3. Perform Other Duties as Assigned by the Company President

4. Use Only Current Forms and Information Found at ISDUP.org
   - Company Officer Responsibilities in Company Instructions and Procedures in President’s Packet
   - Company Board Planning Guide
   - Company Report/Form Routing Chart