Camp Vice-Captain(s) Responsibilities

Introduction
The camp vice-captains provide support to the camp captain and are assigned responsibilities at the discretion of the captain. There are typically two vice-captains elected in each camp. The camp captain may assign areas such as the outreach, Legacy reporter, computer/information technology (IT), scrapbook, Jubilee, museum/cabin/cemetery, etc.

Summary of ISDUP Constitution and Bylaws
- First and second vice-captains shall assist the captain in any work she may delegate to them and counsel with her in all important matters pertaining to the camp.
- In case of the absence of the captain, or her inability to act, first vice-captain shall assume the captain’s responsibilities. If the first vice-captain cannot act, the second vice-captain shall assume the captain’s responsibilities. If the captain resigns or dies in office, the officer assuming her responsibilities shall be known as captain; see Standing Rules for Companies and Camps, Leave of Absence, section 9D.

Responsibilities
1. Provide Leadership and Management to Activities and Programs as Directed by the Camp Captain
   - Activities include but not limited to:
     o Provide outreach activities.
     o Send Legacy articles through company to ISDUP.
     o Maintain camp scrapbook.
     o Provide leadership to the museum (if applicable).
     o Fulfill duties of other non-elected offices
   - Camp vice-captain(s) can utilize Camp Instructions and Procedures officer responsibilities of other non-elected offices and perform those activities as directed.

2. Perform Other Duties as Assigned by the Camp Captain

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