



# **EXPECTATIONS OF THE EXECUTIVE VICE PRESIDENT**

## **POSITION REQUIREMENTS:**

- \* Membership in CBTV for one full year prior to applying
- \* Commit a minimum of ten hours a week to the position
- \* Must attend one competition at own expense
- \* Attend meetings after school and special officer meetings off campus

## **OVERALL RESPONSIBILITIES:**

- \* Serve as Head of TVLC
- \* Coordinate and guide the efforts of all club committees.
- \* Develop ONE major community service project per semester and put it in action.
- \* Attend IOC meetings with minutes and agendas previously obtained from the VP of Promotions.
- \* Assist the President with all duties and responsibilities.
- \* Assume the duties and responsibilities of the President should he/she be absent for a long period of time or leave the position permanently.
- \* Represent CBTV at special events and other out of school organizations.
- \* Work with President to keep track of all officer activities and tasks and offer help where needed.
- \* Serve as a role model to members and demonstrate knowledge of all events as second in command.
- \* Be willing to help any other officer with their activities.
- \* Promote energetic activity when dealing with officers and members through the display of his/her enthusiasm.
- \* Be willing to stay after school to fix any problems that may arise within your position.
- \* Act as a leader for CBTV.
- \* Complete other tasks assigned by the advisor.