

Local Vice President for Internal Affairs

Being elected a Local Vice President is both an honor and a responsibility. You represent your fellow members and the interests of the organization in every decision. You must understand your fellow members' motivations and needs and earn their respect.

As Vice President, you are the member of the Board of Directors who is closest to the grassroots action that is the driving force behind the positive change JCI creates in your community. The types of activities that you oversee are the lifeblood of your Local Organization. They propel the growth and advancement of the organization.

APPOINTING DIRECTORS/CHAIRPERSONS

One of the first things you'll need to do as Vice President is look at the local plan of action and work with your Local President to determine which goals fall into your assigned area of responsibility. Once familiar with your objectives for the year, start to consider how many people and committees you need to help you meet these objectives. There may be existing directors/chairpersons in place, but you may determine that additional committees need to be formed. Below are some ways to find members to oversee specific duties.

1. **Survey**
Work with the Board of Directors to create a membership survey where members can indicate their interests for the year. Depending on your areas of responsibility, this may lead you to a pool of new candidates.
2. **Discuss in a membership meeting**
Reserve a time on the agenda of a membership meeting to discuss your needs with the members and ask for volunteers for your committee needs.
3. **Make a personal invitation**
After having reached this level of leadership, you have worked with many of your fellow members and know their strengths and interests. If a particular person stands out as being a good candidate for the role, approach them and suggest that they take a responsibility as a director/chairperson for a committee. Share with them why you think they are a good candidate and that you will support them. This may motivate them to accept a role they may not have thought of before.

AREAS OF INTERNAL RESPONSIBILITY

To create a simple and natural division of activities among the Vice Presidents, JCI suggests that the following types of activities be assigned to the Vice President(s) for Internal Affairs:

- **Membership management**
This includes oversight of membership orientation, involvement and retention. Those working in the membership management area will work closely with those responsible for community outreach, who would fall under the responsibility of the Vice President(s) for Internal Affairs. Refer to related action guides for details.
- **Training and member skills development**
This includes JCI Official Courses as well as other JCI Training or skill development seminars. Officer training, project management and other nonprofit management topics would be organized by the committee assigned to this area.
- **Internal Communications**
This includes any communications to local members, via the local websites, newsletters or other publications.
- **JCI Events**
This includes coordinating information and participation in regional, national and international events such as National Conventions, JCI Area Conferences, JCI Global Partnership Summit and JCI World Congress.
- **JCI Programs**
This includes JCI Programs that are related to individual members skills and organizational operations such as 100% Efficiency, Awards, World Public Speaking Championship, World Debating Championship and Twinning.

COORDINATION OF DIRECTORS/CHAIRPERSONS

Once you have chairpersons appointed to cover all of the internal responsibilities, work with the chairpersons to allocate specific tasks among the committees throughout the year. Consider workload, interests and experience when assigning projects. If one committee gets overloaded, consider appointing another chairperson to divide the responsibility. If a project director/chairperson oversees more than 10 committee members, consider helping them create subcommittees.

Keep close contact with all the directors/chairpersons so you can assist them as needed. Make sure the responsibility is distributed fairly and that each director/chairperson feels valued and supported.

As a Vice President, you also need to keep in contact with the other Vice Presidents, especially the others assigned to the internal category. Be mindful that many projects may have external as well as internal components, so communicate accordingly with all Vice Presidents. Pay attention to the reports of all other Vice Presidents so that you are informed about what other projects might have a component that relates to your area of responsibility. Even at community events, there may be elements relating to the responsibility of Vice Presidents for Internal Affairs.

PROJECT MONITORING

Once you have your chairpersons and committees in place, your main role is to oversee and monitor the status of their projects and activities. Periodically attend their committee meetings and stay in close contact with all the chairpersons to receive updates on their progress. Make sure the committees know how to contact you if they have questions or problems along the way.

Depending on the committee's area of activity, they may already have an existing plan in place. Committees that are more project- or event-based will need to create a plan for each new activity. Work with them to ensure they are aware of the tools available to assist with these planning processes. Recommend that they access the online project planning tool available in the members section of www.jci.cc and that they read the Project Planning Action Guide. These tools will help them step-by-step through the planning and execution process, which will not only help them, but also make your management role easier.

Once a project is underway, make sure the committee is measuring their progress and their impact throughout the process. The committee should record the result or response to every action taken.

For example, for a teamwork training for members, the committee should record details prior to the training about the level of teamwork efficiency existing in the organization. Keep track of how many people were invited, what methods were used to contact them, what was the response rate, how many people attended, what were the results of the survey of attendees, and how teamwork efficiency changed in the organization after the training. Data of this type will allow the committee and you to effectively evaluate the strengths and weaknesses of the initiative. Compare these results to the goals set out in the project plan to create a complete evaluation of the activity and make informed decisions in the future.

When the project is complete, help the committee prepare a report to the local Board of Directors, the local membership and on the JCI website to create a record and to share the successes and challenges. Your experience will not only help your local members, but also other members around the world.