

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.
SUBORDINATE CLUB OFFICERS – JOB DESCRIPTIONS/DUTIES

1ST VICE PRESIDENT

Duties of the 1st Vice President of an assembly

In the absence of the President, the 1st Vice President serves in his stead; thus, it is important to elect a 1st Vice President who is competent to perform the duties of the President. In case of the vacancy of the Presidency (resignation, death, removal, etc), the 1st Vice President automatically becomes President for the remainder of the un-expired term.

1. This is an elected position and has one (1) vote on any business brought before the Stated/Called Meetings of the Club or the Stated/Called Meetings of the **BOD**.
2. Per State Association Bylaws, during his term of office, the 1st Vice President cannot serve in any additional elected office
3. Properly attired¹ regular attendance at the Stated/Called Meetings of the Club and/or the Stated/Called Meetings of the **BOD**.
4. In the absence of the President, to preside and assume all duties of the President and be vested with the authority of the President.
5. To assume the Office of President should the vacancy of such Office occur.
6. To accurately and orderly perform Club ceremonies, ritualistic and/or otherwise.
7. To serve as Club Program Chairman. (*arrange for guest speakers as needed*)
8. To see that equality and harmony exist among the members of the Club.
9. To attend all Club and **BOD** Meetings (*i.e. Stated or Called*) as they may be scheduled or arranged.
10. To accompany the President in visitations of Lodges and other High Twelve Clubs.
11. To perform such other duties and have such other authority as from time to time may be delegated to him by the President and/or Board of Directors.
12. To prepare himself to become the Club President.
13. Any other duties as may be specific to this officer position in your Club.

¹ Properly Attired (Suggested):

Shoes: normal street shoes, boots, clean well kempt tennis type shoes, etc. – no sandals

Pants: dress or casual slacks, clean well kempt blue jeans – no shorts

Shirt: dress or casual shirt (long or short sleeve), Club or Hi 12 golf shirt – no T-Shirts

Coat: Sport Coat/Blazer and/or Tie – optional

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1ST VICE PRESIDENT (continued)

14. As changes are made to these “Officers Duties,” it shall be the responsibility of each elected/appointed officer to incorporate said changes into this manual.

15. This Club owned copy of “Officers Duties” shall be maintained by the member as he progresses through the Club officer line. Should said member fail to be elected or appointed to a higher or the same position or chooses to withdraw from the Club officer line, he shall immediately surrender his copy of these “Officers Duties” to the Club Secretary.