

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

2nd VICE PRESIDENT

Duties of the 2nd Vice President of an assembly

1. This is an elected position and has one (1) vote on any business brought before the Stated/Called Meetings of the Club or Stated/Called Meetings of the **BOD**.
2. Per State Association Bylaws, during his term of office, the 2nd 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 and 1st Vice President, to preside and assume all duties of the President with the exception of filling vacancies in elected or appointed office.
5. To attend all Club and **BOD** meetings (*i.e. Stated or Called*) as they may be scheduled or arranged.
6. To accurately and orderly perform Club ceremonies, ritualistic and/or otherwise.
7. To see that equality and harmony exist among the Members of the Club.
8. To accompany the President in visitations of Lodges and other High Twelve Clubs.
9. 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.
10. To prepare himself to become the First Vice President.
11. Any other duties as may be specific to this officer position in your Club.
12. 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.
13. 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.

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