THE NATIONAL SOCIETY OF THE SONS OF UTAH PIONEERS

RESPONSIBILITIES OF AREA VICE PRESIDENTS (AVPS)

A GUIDELINE FOR AREA LEADERSHIP ASSIGNED TO CHAPTERS

POSITION DESCRIPTION: One or more Chapters of the National Society of the Sons of Utah Pioneers [SUP] are grouped together in geographical Areas to improve communication and training at the Chapter level. National Officers will select an Area Vice President (AVP) in order to link the National Office of the SUP to the Chapters in his respective Area. AVPs are National SUP Board Officers and should in all their actions and communications be supportive of the Vision, Mission, and Values of the SUP and be dedicated to growing the membership and positive influence of the SUP.

QUALIFICATIONS: An Area Vice President will have served in an Executive or Board leadership position in a Chapter, and will have demonstrated that he is a dedicated and organized leader. He will be available to attend Board Meetings, and to visit the Chapters in his Area regularly. He will be supportive of National and local SUP activities and initiatives. He will actively work to build the SUP's membership and to be a positive influence of the SUP.

TERM OF OFFICE: Area Vice Presidents serve for a term of two years and may be reappointed by the National Executive Council for additional one-year periods. AVPs are approved by a majority vote of a quorum of the National Board. They will be sworn in at the December meeting of the National Board, and their normal term will begin on January 1. Whether appointed during a calendar year, or at the beginning of a year, all terms end on December 31.

RESPONSIBILITIES: The Area Vice President will attend the monthly meeting of the National Board, either in person at the National Headquarters, or by telephone or Zoom (All votes at the National Board Meeting should include the votes of those attending by phone or Zoom).

An effective AVP should visit each of his respective Chapters' Membership/Dinner Meetings and Board Meetings at least quarterly during the calendar year. The main purpose of these visits is to communicate news, calendar events and other information from the National Office, to listen to and understand the needs and successes in the Chapters, and to assist in mentoring new Chapter Officers as needed.

The AVP is responsible for swearing in new Chapter Officers in his Area at or around the beginning of the new calendar year.

An effective AVP can be a great resource to Chapter leadership for training and for sharing ideas between Chapters about opportunities for speakers and for service. AVPs should take notice of leadership candidates in their Chapters and encourage Chapters to use their skills and talents.

NATIONAL TRAINING MEETINGS: The National Office will organize Areas into Groups for the purpose of training Chapter leadership by their respective AVPs. National Training Meetings are held in the late Fall after new Chapter officers have been selected. One AVP (selected by National) from each Group is responsible for organizing and directing that Group's training meeting. These meetings should take about two hours and should be scheduled at a time and place [attendance using Zoom is acceptable] where all Chapters have the best possible access and minimum travel time. The content of the meetings should be chosen by the AVPs based on the various Chapter needs and interests. Representatives of the National Office will attend National Training Meetings and will take no more than one-third of the time allotted for training; therefore, two-thirds of the training meeting should come from AVPs and Chapter leaders. Attendance at the Training Meetings by Chapter leaders, especially newly elected leaders, will be strongly encouraged by the AVPs. The Training Meetings should be rewarding in content, positive in tone, and enjoyable for all attendees.