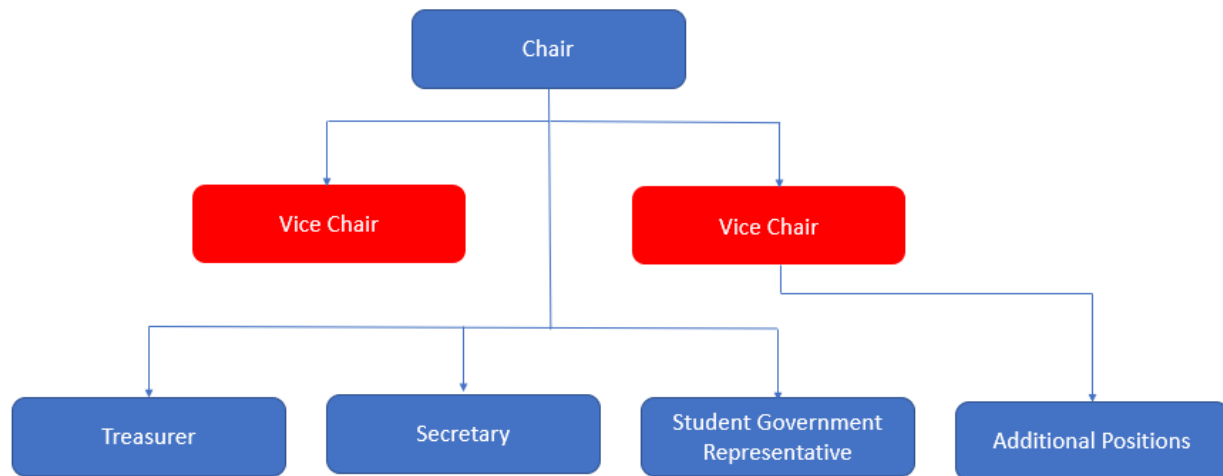


# Transition Packet – Vice Chair

IEEE R4 SAC Committee

April 2021

## Role



## Responsibilities

- Leadership:
  - Help the chair with his duties. The chair has a lot going on and it is your job to support them in whatever is going on with the club.
    - A great example of this is supporting the Chair by enforcing the delegated roles.
  - Take charge with professional development. This is important for everyone to grow in their careers, so take the initiative with creating material and implementing ideas to help everyone grow.
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- Be observant and open minded. Think of ideas for the club to build and grow.  
What can the club do to improve and get more members, or make the current members more involved.
- Recruitment:
  - Recruiting new members by selling the organization and its benefits
  - Meet all new members at every meeting! New members are usually more likely to return after a personal experience, especially with someone like a Vice Chair.

## Resources/Information

[vTools](#)

[Student Branch Reporting](#)

[Officer Reporting](#)

[IEEE R4 SAC website](#)

[IEEE R4 SAC GitHub](#)

[IEEE R4 SAC Student Branch Resources](#)