

# Vice Officer Roles Standard Operating Procedure (SOP)

## Montezuma Valley Volunteer Community Service Organization (MVVCSO)

*Effective Date: [Insert Date]*

*Last Reviewed: [Insert Date]*

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### 1. Introduction and Purpose

This Standard Operating Procedure (SOP) outlines the roles and responsibilities of Vice Officers within MVVCSO, as authorized by **Article V, Sections 1 and 4** of the MVVCSO 2025 Bylaws. It ensures Vice Officers support primary officers (President, Vice President, Secretary, Treasurer) effectively while maintaining accountability and transparency. The SOP provides clear guidance for Vice Officers and aligns with MVVCSO's mission to serve the Ranchita community.

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### 2. Definition of Vice Officers

**Vice Officers** are individuals appointed by the Board to assist primary officers with specific tasks or during periods of high workload. They have **no independent authority** and act only under the direction of the primary officer or the Board.

- *Example:* A Vice Secretary might assist with meeting minutes but cannot approve or distribute them without the Secretary's authorization.
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### 3. Duties of Vice Officers

If appointed, Vice Officers are responsible for:

- Supporting the primary officer in their duties as delegated by the primary officer or the Board.
- Ensuring continuity of the primary officer's responsibilities if the primary officer is unavailable.
- Completing specific tasks or projects assigned by the Board.

**Limitations:**

- Vice Officers cannot make decisions, authorize expenditures, or represent MVVCSO independently.
  - All actions require explicit approval from the primary officer or the Board.
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## 4. Appointment Process

Vice Officer appointments are Board-approved to ensure oversight:

1. **Proposal:** A primary officer or Board member proposes the Vice Officer role, specifying the need and duties.
  2. **Board Approval:** The Board votes on the appointment, requiring a majority vote.
  3. **Documentation:** The appointment is recorded in the Board minutes by the Secretary.
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## 5. Board Approval Requirement

Per **Article V, Sections 1 and 4** of the MVVCSO Bylaws, all Vice Officer roles must be approved by the Board. This ensures alignment with organizational governance and prevents unauthorized roles.

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## 6. No Independent Authority

Vice Officers have no independent authority. They serve as assistants to primary officers and act only under direct supervision and approval. This limitation prevents overreach and maintains Board control.

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## 7. Public Posting

This SOP, along with any Vice Officer appointments, is publicly posted to promote transparency:

- Locations: Food bank lot, community boards, and MVVCSO website (if available).
  - Formats: Available in accessible formats (e.g., large print, Spanish) upon request.
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## 8. Compliance with Bylaws

This SOP adheres to **Article V, Sections 1 and 4** of the MVVCSO 2025 Bylaws:

- **Section 1:** Allows for the creation of additional officer roles, such as Vice Officers, to support primary officers.
- **Section 4:** Requires Board approval and limits Vice Officers' authority, ensuring all roles are defined in this SOP.

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This SOP ensures Vice Officers, if appointed, have clearly defined duties, operate under Board approval, lack independent authority, and are transparent to the public through posting.