Always remember that you are in the top 3. Should the president be absent, you are the next in charge. It is important to be aware and prepared for the unlikely circumstance that the president should not be there on an important day to guide the team.

A disagreement may also be an opportunity to compromise or bring the discussion to the rest of the executive board or general membership for feedback.

Make sure you are checking in with your executive board at least once a quarter about their progress within their role. Assist them in creating and developing their goals as well as being the support that they need to reach these goals.

As an internal vice president, you are overseeing internal operations which include your members. To show them that you value and appreciate them, it may be a good idea to hold an event for them such as a day dedicated to professional development, a banquet or any other event that you can think of.

Internal vice presidents will prioritize connecting their organization with the immediate campus community. This may be collaborations with other on-campus organizations or hosting workshops led by on-campus resource centers. Make the most of resources that are readily available to your organization here on-campus!

Although it is important to allow the executive board to be able to develop their own programs and committees, support them when needed. Make sure to check in with their progress and offer your own tips and advice that may help their project-level up.

As the internal vice president, you are in charge of maintaining relationships outside of the organization. This can be to help expand your event turnouts by partnering with other organizations, to reciprocate support with other organizations, and to learn of other resources to share with your organization’s members.