

Omega Leo Medical Explorer Job Description **2nd Vice President of Systems**

The 2nd Vice-President of Systems has major responsibility for management and supervision for the administrative systems or information for internal procedures, helping ensure that our internal responsibilities run smoothly, supplies are adequate, and our stories are told and preserved. The VP of Systems shares in the responsibility for long-term continuation of our program and growth and development of current or alternative volunteer experiences.

It is normally expected that the 2nd Vice-President of Systems will advance into the position of 1st Vice-President of Operations the coming year. If this is not possible, then alternative solutions will be considered such that our incoming 1st Vice-President or Operations will have served at the highest possible level in the pervious academic year.

Primary responsibility lies in the smooth operation of our administrative and activity recording offices, ensuring that our stories are told and recorded. There are several monthly reports that will be prepared by officers reporting through you that are important to our smooth operation and the responsibilities shared by the President and our Senior Advisor. These reports are 1) our monthly Treasurer report and 2) our monthly attendance report prepared by our Membership Secretary.

Other important administrative responsibilities are to help in the preparation and collection from officers reporting to you, 1) updated or changed job descriptions, 2) lists of job responsibilities, and 3) standard operating procedure (new or revised) for important activities and jobs.

You are the primary student officer charged with development and improvement of our Standard Operating Procedure System. In this role you will work closely with our Senior Advisors. You are to encourage and help other officers and liaisons in the writing of Standard Operating Procedures. You may decide to do this through a workshop on SOPs for officers and liaisons sometime during the fall semester.

In addition, you are to help develop a draft strategic plan for our medical explorer organization. Our Senior Advisors are available to help in these administrative responsibilities. It is your responsibility to seek their help and input. They are available to meet and advise you in regard to these responsibilities.

As part of the oversight responsibility for public relations, the Vice-President of Systems should be aware of our responsibilities to communicate and share information with outside groups and agencies such as the Scouting America Capitol Area Council, Lions Clubs International, Texas State Dean of Science and Engineering, and any outside organization we may have alliances with.

The 2nd VP of Systems reports directly to the President.

Reporting directly to the 2nd VP of Systems is the 1) Membership Secretary, 2) Public Relations, 3) Treasurer, 4) Quartermaster, and 5) Historian. Regular staff meetings are to be scheduled with these officers to monitor and review their activities. All reports prepared by these officers, are to be reviewed prior to submission to the President and Senior Advisors.

In addition, you may be responsible for at least one of our newer volunteer opportunities. It is suggested that this could be our Princess Program for the next few years until it is fully established.

It is your responsibility to review and update this job description and those of the officers reporting to you before new officers and liaisons are brought onboard early in the spring semester. You are to also review and update any Standard Operating Procedures related to your position and those reporting to you.

First Created: March 22, 2020

Last Modified: January 15, 2026 by Dr. Charles Johnson