

## **Job Description**

### **VP of Activities**

Committees are the central means of organizing Club monthly activities. The VP of Activities is charged with providing Committee chairs the tools and training to enable them to conduct activities in an efficient and timely way. The VP of Activities is a highly visible Board position. Along with the President and the VP of Membership, the VP of Activities is one of the first people from whom new potential members hear at the monthly recruiting meeting; therefore, he/she plays a key role in bringing new members into the organization.

### **Specific Responsibilities**

#### **1. Oversee the Club Calendar on the Club Website**

Keep track of when each event will occur and discourage conflicting dates where appropriate; let chairs know the deadlines for submitting items to the VP of Communications to be included in the eNews.

#### **2. Insurance Requirements**

Work with Committee chairs (and, as appropriate, the Treasurer and Parliamentarian) to ensure compliance with the Club's Policies and Procedures regarding insurance coverage for Club events.

#### **3. Committee Roster and Third-Year Credit**

Maintain the roster for each Committee, working with chairs to reflect active and inactive Committee members. At the end of the term, coordinate with the Vice-President of Membership who receives information from chairs regarding which Committee members qualify for an extension of membership.

#### **4. Ongoing Support to Chairs**

Stay in regular contact with all Committee chairs, offering to help problem-solve any challenges, for example, organizing events, ideas for new events and questions regarding the Club's Bylaws and Policies and Procedures.

#### **5. Dine and Sign Meeting**

Plan, organize, and lead the semi-annual meeting whereby membership in the Club's Committees changes hands for the upcoming 6-month term. Discuss the budget for the meeting with the President and Treasurer and begin planning this semi-annual event three months in advance. Develop appropriate publicity to attract attendance from Club members. Oversee or undertake all event logistics, including the following, by creating your own Dine and Sign Committee: Design the event, advertise it in the eNews, take reservations on the website, make name tags, order food and drink, select and book a location, track and report costs, coordinate the involvement of all Committee chairs, and encourage attendance. If requested, assist chairs in how they present information to potential Committee members. Evaluate the meeting's success and make recommendations for the next term.

## **6. Committee Chair Training**

Shortly after the Dine and Sign meeting when new chairs have been selected, hold a new chair training session and, in conjunction with the VP of Technology, separate website posting training sessions. (Website posting training can be in smaller groups at members' homes.) For the New Chair Training, locate a venue, design training materials, advertise the training, take sign-ups, order food and beverages, and conduct the training in cooperation with the Club Treasurer and VP of Member Communications. Follow up with chairs unable to attend to make sure that they get adequate training. Discuss the budget for the training sessions with the President and Treasurer. Update training materials as needed.

## **7. New Committee Formation**

During the term and on an ad hoc basis, respond to interest expressed by members to establish new Committees. Work with the interested parties to address how a new Committee might function. Offer to attend initial planning meetings and provide other support as requested by the members leading the effort.

## **8. Board Meetings**

Provide a monthly status report. Encourage participation of Committee chairs or other Committee representatives. Preside at Board Meetings if the President is absent.

## **9. New Member Orientation Meetings**

Attend each meeting and present an overview of the Club's Committees and activities to help new and potential members understand the scope and variety of activities available.

## **10. Interactions with the Community**

Respond to Committee chairs' and Club members' requests for community involvement (e.g., community events and activities). Ensure that the Club's involvement is consistent with its Bylaws and Policies and Procedures.

## **10. Club Ambassador**

Attend the following events: Board and Executive Committee meetings; New Member Orientation meetings; Cheers; Nice to Meet You; Newbie Wine and Cheese; and, to the extent practicable, TGIF. In addition, attend at least one event for each Committee during the six-month term; where there is more than one VP of Activities, only one VP needs to participate in a given Committee's events.

Be visible and available. Promote the Club and its activities within the membership. Promote the Club outside the membership when appropriate.

## **Suggested Skills**

Communication - Presentation - Teamwork - Problem Solving - Administration and Record Keeping. Must have a PC with Internet connection and have a comfortable working knowledge of Word and Excel.