

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 web site

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

2. Committee roster and third year credit

Maintain the committee roster, working with chairs to update active and inactive committee members. At the end of the term, ask chairs to note which committee members are eligible for credit for the term towards the third year. Transfer this information to the VP Membership to ensure credits are noted in the Club's membership database.

3. Ongoing support to chairs

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

4. Dine and Sign Meeting

Plan, organize, and lead the semi-annual meeting whereby the Club's committees change hands for the upcoming 6-month term. 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 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.

5. Committee chair training

Shortly after the Dine and Sign meeting when new chairs have been selected, hold a chair training session. Locate a venue, design training materials, advertise the training, take sign-ups, order food and beverage, and conduct the training in cooperation with the Club Treasurer and VP of Website. Follow up with chairs unable to attend to make sure that they get adequate training. Update training materials as needed.

6. New Committee Formations

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.

7. 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.

8. 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 involvement is per it's Bylaws and policies.

9. Club Ambassador

Attend various events. Be visible and available. Promote the Club and it's Bylaws 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.