

Co-VP ACTIVITIES
SANTA BARBARA NEWCOMERS CLUB

Job Description

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 integrating new members into the organization.

Committee Chair Key Responsibilities:

1. Committee Chair Training & Ongoing Support -

Shortly after the Dine and Sign meeting when new chairs have been selected, hold a new chair in person training session and, in conjunction with the VP of Technology, record training sessions on the SBNC website Chair related applications. Discuss the budget for the training sessions with the President and Treasurer. Update training materials as needed.

Host 30 minute monthly Chairs only sessions held in conjunction with the monthly Board Meeting to provide ongoing training and support.

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.

2. Oversee the Club Calendar on the Club Website

Keep track of event calendar 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.

Regularly review jotforms which will be sent directly to posting team to get a sense of the flow and presentation of events before opening registration to promote successful outcomes.

Assist in decisions regarding the cancellation of events or event changes as needed.

3. Insurance and Financial Requirements

Work with Committee Chairs to liaise with the Treasurer and Parliamentarian to ensure compliance with the Club's Policies and Procedures.

4. Committee Roster & Third-Year Credit

After VP Membership reviews and approves Committee Chair recommendations, verify accuracy of request as needed.

6. Dine and Sign Meeting

Support the Committee Chairs to prepare and attend this semi-annual meeting, where membership in the Club's Committees changes hands for the upcoming 6-month term. (At this event, Committees sign up new Chairs and Committee Members).

Communicate the involvement of all Committee Chairs, and encourage attendance. If requested, assist chairs in how they present information to potential Committee members.

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.

VP Activities Attendance Requirements:

8. Board Meetings

Provide a monthly status report of events and attendance numbers and share overview of trends and issues. 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 answer any questions.

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.

11. Club Ambassador

Attend the following events: Board and Executive Committee meetings; New Member Orientation meetings; Nice to Meet You; and Meet & Greet. 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.

Succession Planning:

Help to recruit new VP of Activities at term end and support incoming VP activities by providing institutional knowledge and advice.

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.