

Executive Board Descriptions

Second Vice President – Program Chair

The Second Vice President shall act as Program Chair and appoint a committee of three to assist her. In the absence of the President and the First Vice President, she shall assume their duties.

The Second Vice President shall attend monthly General Meetings, Board Meetings, and the Executive Board Meetings. If you can not attend one of the meetings send a report to the President.

- Confirm the General Monthly Meeting presenter/program a month prior to their presentation, obtain their bio, and be prepared to introduce them at the appropriate meeting (except for Charity of the Year in which the Helping Hands Chair will introduce them).
- In case they cancel obtain another presenter. Have back up presenters in case of cancellations.
- You are in charge of room reservations for our General Monthly Meetings and set up.
- Have a Send Out Card Thank You sent to those who present.

The Program Chair with a committee of three, shall obtain and secure programs for the year.

Try to have a balance so it is not all business and not all fun.

- Suggestions for the next year's programs shall begin in January.
- Ask members to give suggestions at the General Monthly Meetings, Member Only Facebook Page, newsletter, and/or sending an email blast to all members.
- The Program Chair shall present a draft of Programs at the April Executive Board Meeting with a vote taken at the May Executive Board Meeting.
- The Program Chair shall present the suggested programs for the year at the Leadership Orientation Workshop in June.
- Once all the programs are approved give the schedule to the Year Book Chair to insert in our new yearbook, and the Webmaster to put on our Website and announce on social media.

Months we do not need a General Monthly Meeting presenter:

- **June** – is set aside for the President to give the vision for the new year
- **July** – is set aside for the Chairty of the Year to present.
- **October** – check with the Domestic Violence Chair to see if we will be doing a project
- **November** – is set aside for the Recipe Exchange & Taste and Holiday Boutique
 - o You are in charge of room set up to accommodate the the vendors, and food
 - o Start asking for member only vendors 2 – 3 months prior to this event \$25 per table, check with location to see if they need to bring their own table
- **December** – is set aside for the Holiday Party
 - o In September get a Holiday Party committee and start planning
 - o Find someone to volunteer their home for the party, a restaurant, or meeting location
 - o Note if we will have it at a separate location make sure and let our meeting location know that we will not be there that month.
- **May** - is set aside for our end of year party celebration

The Second Vice President shall keep track of of volunteer hours, in-kind donations, and money donated each month and report to the Dean of Chairs on a timely manner. Also if the presenter/program is someone/something that can be reported on our Annual Narratives and Reports give that information to the Dean of Chairs.

As an Executive Board Member you are part of the Budget Committee to establish a budget for the year. The budget needs to be prepared and a vote taken before the Leadership Orientation in June. The budget will then be presented at the first General Meeting of the club year.