

## **VICE-PRESIDENT, PROGRAMS**

### **Job Description**

The Vice-President of Programs, also referred to as the Program Chair, is an elected member of the Board of Directors. The Chair will be familiar with League positions and principles and be knowledgeable about all levels of League. As a Board member, s/he collaborates in making policy and in the planning and carrying out of League activities. This is not a sensitive position with respect to the League's nonpartisan policy.\*

### **GENERAL RESPONSIBILITIES**

- Understands the duties of the Program Chair.
- Understands the duties of other portfolios and works with them.
- Delegates responsibility and designates a backup person or persons for leadership roles.
- Trains successor and hands over current updated job description.
- Cleans out files and ensures that important documents are archived.

### **SPECIFIC DUTIES**

- Schedules subjects and speakers and reserves venues for up to six public forums yearly and reports on them to the Board.
- Coordinates with Communications Chair at least six weeks in advance of each event on the preparation of press releases, flyers, display ads, and other publicity and informational materials.
- Follows forum planning checklist to include speaker(s) invited, venue arrangement, equipment and/or facilitators needed, volunteers, publicity materials, preparation and printing of event handouts, payment for venue, etc.
- Submits items to *The Voter* describing current and upcoming events.
- Reports on upcoming and recently held events for the LWVA website, Facebook, and other social media; posts updates and photos.
- Initiates and responds to opportunities to plan events and share activities with county and municipal offices or committees, community organizations, and other Leagues as specified in LWVA's Policy on Co-Sponsorship.

### **TIME-SPECIFIC DUTIES**

- Aug: Attends Board retreat and records dates for the upcoming year of Board meetings, public forums, and other League events. Following Board retreat: reserves rooms for scheduled Board meetings; plans monthly public forums for Fall season (Sept.-Nov. in off-election years) and coordinates with Voter Service Chair in election years.

- Aug.-Oct.: Recruits committee from non-Board members and new members to assist with program planning and perform specific duties as needed; schedules committee meetings.
- Nov.-Jan.: Initiates plans for monthly public forums for Winter-Spring season (Feb., March or April [depending on MYPO schedule], May, optional June).
- Jan.: Submits budget proposal for following year to Budget Committee.
- Jan.-April: Works with Meet Your Public Officials (MYPO) fundraiser chair.
- March: Selects and reserves restaurant for annual meeting luncheon in June.
- April: Writes annual Program Committee report for publication in the Annual Meeting Notice.

\*See LWVA website for Non-Partisan and Diversity policies.

Adopted March 19, 2015

Revised April 19, 2018