

**2nd Vice President - Programs
Executive Board Position
2017-2018**

Summary

The 2nd Vice President - Programs plans and arranges speakers and programs for the Club's monthly general membership meetings.

Position Requirements

- Organizational skills
- Adequate time to plan programs and attend monthly general membership meetings.
- The responsibilities of the 2nd Vice President – Programs and the Meeting Director may be shared if desired.

Responsibilities

Research, plan, and arrange speakers and programs for monthly general membership meetings, including a variety of topics and formats that will appeal to both men and women over the course of the year. In addition to the traditional luncheon format, some of the summer meetings may be scheduled in the evening to make attendance more convenient for members who are not available during the day.

Assist the Meeting Director in planning and coordinating the annual Craft Fair in October.

Plan and coordinate the annual Fashion Show in April, including location, vendor store selection, model selection, clothes selection, script approval, and all event logistics.

Make arrangements with all speakers, explaining that the engagement does not include payment, but does include a complimentary meal at the event for the speaker and a guest.

Provide speakers with a time limit for presentations and with general information about Austin Newcomers, suggesting the types of information that may be of interest to the membership. Program topics should never focus on selling a product or advertising a business, although speakers may bring marketing materials to display or sell if the Board provides approval.

Confirm speaker, topic, and biographical information at least three months in advance to allow time for publication in the Welcome Mat and publicity announcements during the two months preceding the event.

Write and submit a monthly front-page publicity article for the Welcome Mat, describing the speaker or program for the upcoming general membership meeting. [Welcome Mat submissions must be received a month in advance of the publication date. For example, submissions for the July Welcome Mat must be received by June 1.]

Determine audiovisual and microphone requirements for each speaker or program and provide this information to the Meeting Director.

Confirm the meeting presentation schedule with speakers:

- Speaker arrives no later than 11:45 a.m.
- Meal service begins at noon
- Program begins at 12:30 p.m. and lasts approximately ½ hour, with a few minutes for questions afterward

Publicize upcoming programs by making announcements at two or three general membership meetings prior to the event and at other Club functions if appropriate.

Prepare framed announcements about upcoming programs and set them at each table to generate interest at monthly general membership meetings.

Contact speaker one week before event to confirm arrangements, ask about any dietary restrictions, and learn whether a guest is attending. Provide this information to the Meeting Director.

Contact speaker again one day before the meeting to cover any last minute details and explain parking arrangements. [A reserved parking sign is usually placed at the venue to hold a parking place for the speaker.]

On the day of the meeting, arrive at 11 a.m. and set out the reserved parking sign for speaker. Check that audiovisual equipment is in place and working. Reserve seats at the head table for yourself, the speaker, and his or her guest. Greet the speaker and guest and accompany them throughout the meeting to be sure they feel comfortable and included.

Introduce speaker at 12:30 p.m., and keep track of time during the presentation. Be prepared to bring the program to a graceful close after 30-35 minutes to allow time for questions. Thank the speaker at the conclusion of the program.

After the meeting, retrieve the reserved parking sign and framed table announcements, and write a thank you note to the speaker.

Maintain a Program notebook containing information and guidelines for future reference.

Reminders

All expenses must be submitted and reimbursed by the Treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of each month.

Board members are expected to provide training for their positions when the incoming board takes office.