

Second Vice President –Programs
Executive Board Position
Rev. 2023

Summary

The Second 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 Second Vice President – Programs and the Meeting Director may be shared if desired.

Responsibilities

Research, plan, and arrange speakers and programs for general membership luncheon meetings, including a variety of topics and formats that will appeal to both men and women over the course of the year. Hold meetings as needed with Program planning committee members.

Plan and coordinate the annual Fashion Show in April, or a different event if Board approves 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 in time for publication in the Welcome Mat and publicity announcements prior to the luncheon.

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 at least one 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.

Responsibilities should be discussed with the Meetings Director to coordinate any shared tasks.

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 as needed prior to one day 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.

Place framed announcements about the next month's program at each table to generate interest.

On the day of the meeting, arrive early 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 any guest). Greet the speaker and introduce them to others prior to the start of lunch.

Introduce the speaker and keep track of time during the presentation. Be prepared to bring the program to a graceful close 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. Send acknowledgement and 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.