

Newcomers of Central Florida, Inc.
Job Description of
First Vice-President – Co-Chairs for Programs

The First Vice-President for Programs position provides for two Co-Chairs. Each is a member of the Executive Board and the Executive Committee. By-Laws information on the Executive Board is included in Article V: Executive Board. By-Laws information on the Executive Committee is included in Article VIII: Executive Committee.

Description of duties

(from By-Laws Article VI: Officers, Section 2):

The First Vice-President

- a) shall be in charge of all monthly General Meetings in the absence of the President;
- b) shall serve as Program Chair;
- c) shall form and oversee the committee for installation of new Executive Officers.

Description

In addition to the By-Laws listing of duties above, the **First VP Co-Chairs** are in charge of obtaining speakers, entertainment, and related activities for monthly Luncheons, with the exception of the Fashion Show.

The **First VP for Programs Co-Chairs** are expected to attend monthly Board Meetings and Luncheons.

Basic Job Functions

Obtain speakers, entertainment, etc., for luncheons EXCEPT for the Fashion Show (usually held in April) and summer months (June, July, August)

Special summer month programs are at the discretion of the **First VP for Programs Co-Chairs**, and could include activities such as Bingo and special prizes

Make sure that the speaker's and entertainer's needs are met for items such as a podium, microphone, or television with VCR; coordinate with **Second VP for Luncheons Co-Chairs** as needed

Make Luncheon reservations for the speakers if they are joining us for lunch

Arrive early to Luncheons to make sure that everything is in order for the speaker's comfort

Coordinate head table seating arrangements with **President** and **VP for Luncheons Co-Chairs**

Bring our portable podium and/or microphone to the Luncheon if the restaurant does not have them available

Find members to deliver a monthly Inspiration and remind them about it a week before the Luncheon

Bring, create, or buy table décor like centerpieces to tie-in with the monthly Luncheon theme (when needed)

The day before each Luncheon, email an article to the **Chatter Editor** describing the following month's program

Form and oversee the committee for installation of New Executive Officers which takes place at the May luncheon. Select the theme for the Installation Luncheon.

Select and purchase the **President's** gift which will be presented at the Installation Luncheon.

Request donations of merchandise from the Board and other members for prizes at various programs

Budget items for the **First VP for Programs Co-Chairs** include, but are not limited to, speaker fees (or donation or honorarium for travel expenses), gift bags, centerpieces, penny auction perforated number cards, room decorations, plants, ribbon, gifts and prizes for various programs, holiday member gifts at December luncheon, and installation event costs (but not the cost of President's gift)

At the May Board Meeting, submit a budget request to the **Treasurer** for the year following your term

Pass down all research and ideas for programs to the incoming **VP for Programs Co-Chairs**

At the May Board Meeting, submit a written report to the Board summarizing the year's programs

Requirements

Ability to chair monthly Board Meetings and Luncheons in the absence of the **President**

Knowledge of local talent who are available for programs

Ability to schedule appropriate talent at times that are convenient to Club

At least one Co-Chair needs a computer and email account to contact other Board members

Note: This job description is not intended to be all-inclusive.

Position may perform other related duties as required to meet the ongoing needs of the Club.

Revised: January 1, 2014