

Pikes Peak Chapter, Association of the U.S. Army (PPC-AUSA)
Position Description

Vice President, Programs — Translates certain Annual Plan objectives into actual Programs to include: Planning, coordination and execution of events and activities; establishing dates, venues, and funding strategies; developing guest lists and/or target audiences; notifications, advertising and marketing; ensuring protocol requirements are met, and holding after action reviews.

In coordination with other Executive Committee members:

- Propose and implement the PPC-AUSA Programs (to be approved by the Executive Committee and included in the Chapter Annual Plan) that will Educate, Inform and Connect with the military and civilian communities in the Pikes Peak Region, as well as support Soldiers and their families in our Chapter area.
- Implement plans to achieve those goals; report Programs status at the monthly EC, and periodic General Membership Meetings.
- Develop and ensure the proper distribution of media press releases, information brochures, flyers, “sequence of events” agendas/programs, etc. for General Membership Meetings, Fundraisers and other Chapter events and activities.
- Leverage local military and civilian media sources to increase press coverage and awareness of Chapter Programs, especially those open to the public; provide input to the Chapter website, Facebook and Twitter.
- Coordinate with other established or specially formed committees to insure all details, including publicity and finance are covered for programmed activities.
- Arrange aide guide services (escorts) for distinguished guests and speakers.