



First Vice President; Chair of the Programs Committee Job Description-2023

Term: One Year (may serve up to two consecutive one-year terms)

Duties: Pursuant to Section 52 of the bylaws, the vice president(s) in order of rank, shall assume responsibility if the president is absent or disabled to perform all duties of the president. When so acting the vice president shall have all powers of and be subject to all restrictions on the president. The first vice president shall chair the Programs Committee, which consists of at least three (3) additional Club members, and assists in securing an appropriate selection of Program Speakers for the upcoming General Membership meetings for the next Club Year.

The first vice president shall coordinate program speakers and make the program introductions at the General Membership meetings. The first VP is responsible for proper acknowledgment of appreciation to the program presenters. In addition, the first VP shall prepare a newsletter article, with photograph, featuring the upcoming program speaker. The speaker's needs shall be accommodated (i.e. projector, tables, podium, microphone, etc.). The first VP shall submit a confirmation to all speakers, track receipt thereof, and make the speaker's luncheon reservation and menu selection, which is paid by the Club. This shall be communicated to the Luncheon Reservations Chair by the reservation deadline. The 1st VP will confirm the yearly budget with the board. This will cover any costs associated with the speaker's performance and the cost of the guest luncheons. All speakers must be confirmed, and presented to the board prior to the start of the Club Year.

The first vice president shall coordinate with the president to assure that the president's General Meeting Agenda is executed smoothly on the meeting day. The 1st VP shall be responsible for creating and running the slide show for the General Meeting and any slides provided by the program speaker. The slide shows shall be retained as part of the Agenda records for The Monday Club archives.

Pursuant to Section 48 of the bylaws, the Club may have standing advisory committees which shall make recommendations to the board for action. Two of these committees fall under the oversight of the first VP:

-Docent Committee shall coordinate the Docent staffing and tour content for open-to-the-public tours.

-Community Outreach Committee shall develop and maintain relationships with other community non-profits.

This position may be successor to the President position. In addition to the responsibilities outlined above, the position:

-Performs President responsibilities when the president cannot be available.

-Works closely with the President and other Board members.

-Participates closely with the President to develop and implement officer transition plans.

-Performs other responsibilities as assigned by the Board, including submitting a monthly written Board Report.