

Vice President of Special Projects

Leadership Expectations

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Transition with incoming VP of Communications 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: Two years or as determined by the Board of Directors and Chapter Bylaws

Helpful Skills:

- Delegation, Organization, Marketing Skills, Listening Skills

Eligibility:

- Member in good standing
- Previous service on Board of Directors, preferably in a communications capacity
- Willing to give the time, energy, talents, and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and as a Member of the Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor, and counselor to assigned Directors and Committees.
- Submit agenda items for Board of Directors Meetings in advance of meetings
- Report on strategies, successes and challenges of the assigned committees to Board of Directors.
- Ensure the fiscal responsibilities of the committees to which position is assigned.

Specific Responsibilities:

- Provide vision and goals for yearly special events
- Assist planning and coordination of special events under various VP's and Directors when requested.
- Develop strategies to establish special events including the Holiday Luncheon, the silent auction only with Director of Special Projects.
- Plan and develop the annual gala with direction from the President and Past President.
- Plan and develop nomination of annual awards for suppliers and meeting planners.
- Develop and maintain a community service program in which the chapter supports a charity as a means of giving back to its community.

Reports To: President

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions

Revised January 2020