

FAN JOB DESCRIPTION

1st Vice President Programs

Plans and organizes all aspects of FAN's General Meetings, except for the business meeting portion. Is prepared to perform all the duties of the President in her absence. Assists the President as needed.

- Secures programs of worth and interest for the membership for monthly General Meetings, September through April, except for December
 - Presents list of planned programs to the Executive Board for approval
 - Provides list of speakers and program topics to Directory Chair by specified date
 - Submits article to FANfare to announce speaker for upcoming General Meeting
 - Makes all arrangements with and for speakers

- Secures suitable meeting venue
 - Negotiates contract and facilitates required signatures

- Coordinates all aspects of the General Meetings
 - At Board Meeting, polls board members for table needs at the following General Meeting
 - Coordinates room layout and coffee service with facility event manager
 - Requests check from Treasurer for facility rent
 - Requests check from Treasurer for speaker fee; if no fee required, purchases thank you gift
 - Writes thank you note to speakers

- Purchases the President's gift
 - Presents gift at Spring Luncheon

- Serves on the Budget and Finance Committee

Timeline / Significant Milestones

June

- As member of Budget and Finance Committee, participates in budget development

July

- Has general meeting venue (if new) and planned programs approved by the Executive Board of Directors (in time for inclusion in Membership Directory)