Vice President of Special Projects

Leadership Expectations

<table>
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<tr>
<th>Management</th>
<th>Leadership Skills</th>
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<td>• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan</td>
<td>• Facilitation</td>
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<td>• Advise, support and develop board of directors in executing initiatives</td>
<td>• Collaboration</td>
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<td>• Assist in chapter budget development</td>
<td>• Delegation</td>
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<td>• Target future leaders within existing board, committees and membership</td>
<td>• Mentoring</td>
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<td>• Transition with incoming VP of Communications</td>
<td>• Coaching</td>
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<td>• Teaching</td>
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<td>• Financial</td>
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<td>• Motivational</td>
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<td>• Conflict/Resolution</td>
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<td>• Execution</td>
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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