

JOB DESCRIPTION

Women Helping Others (WHO)

Job Title	Vice President Programs
Women Helping Others (WHO)	General Summary Chairperson for Programs Committee Preparation for President position
Job Description	
Role and Responsibilities <ul style="list-style-type: none"> • The Vice President shall perform such duties as may be assigned by the President or Board, including, but not limited to: • Perform the duties of the President in his/her absence. • Attend monthly WHO Executive Board meetings. • Serve as Chairperson of the Programs Committee. • Schedule facility space for membership meetings as directed by the President, through the Association Management procedures. • Oversee the Program Committee content presented at WHO meetings and other meetings. • Assist the President with the monthly meeting agenda. In her absence, prepare agenda with help of Parliamentarian. • Report on activities at the monthly meeting that have occurred or will occur. • Prepare and present Program Committee approved motion for proposed donation requests for membership voting. • Schedule and direct monthly meetings with Program Committee members. • Responsible for scheduling guest speakers with Program Committee. Schedule a variety of speakers from nonprofit, charitable organizations within Georgetown and Williamson County, and Fort Hood. Schedule speakers at least three months out or through November of current year. Have a variety of speakers with committee members' input. Committee member schedules speaker on a program of their interest. 	

- Email a confirmation and send a follow-up two weeks prior to speaker's presentation; prepare one-minute introduction and introduce speaker at monthly meeting.
- Update WHO's Nonprofit Donation History with speakers and donations. This report is provided to the membership in January of each year.
- Coordinate all WHO activities.
- Third in line to request checks from the CA – the President, Treasurer and Vice President.

Qualifications

Computer literate

Discovering nonprofit, charitable organizations for speaker

Organizing interesting site visits

Knowledge of and commitment to club's vision and mission

Preferred Skills

Knowledge of Microsoft Word or similar word processing software

Knowledge of Microsoft Excel or similar spreadsheet software

Written communications skills for preparing email notices

Facilitation skills to manage Program Committee proceedings

Approved By:	Judy Aishman, President	Date:	April 10, 2020
Last Updated By:	Judi Frinstein, Vice President	Date:	April 10, 2020