

VP of Special Projects

Name

Revised
03.01.2017

Position Overview: The VP of Special Projects organizes fun, educational and entertaining social networking events throughout the year. Events to stay within set budget and all events must be approved by the board. Special programs are announced to the members at the Monthly Luncheons and via Newsletter and WIL Website.

Monthly

1. Review monthly Board minutes giving feedback re: corrections and/or changes.: 1 hour per month
2. Attend the monthly luncheon: 2 hours per month
 - a) Announce upcoming events
3. Write Board report: ½ hour per month
4. Attend Board Meeting, review other board reports prior to board meeting to be prepared for discussion and/or voting.: 1 hour per month
5. Special Events
 - a) Email invitation to members and past guests
 - b) Post event and reminders on Facebook
 - Take pictures at the event and post them to Facebook
 - c) Answer questions, collect RSVPs and fees from the members and guests for special events, track expenses and income, turning over monies to the treasurer.
 - d) Prepare report consisting of income, expense, number of participates and other pertinent details to the Board
 - e) Communicate with caterers, speakers, businesses, instructors, etc in regards to upcoming events
6. Compose Newsletter article of upcoming events and forward it to VP of Public Relations. (*Due the 25th of every month*)

Specific activities recommended by month:

MAY

1. End of year budget
 - a. Determine budget by planning a tentative schedule of special events for the upcoming year

July

1. Conduct the annual event hosted by WIL which is held in July instead of a monthly luncheon

Total Time/mo: 4-6 hours (monthly meeting, board meeting & report)