

2nd Vice President
Programs

Programs

Reports to: President

Date: 02/28/2012

Position Summary

Secures meeting locations for board meetings, general meetings and Founders Day. Obtains speakers and presenters for meetings. Organizes and secures meeting space and activities for other RECPTA events as agreed with sitting President. Acts as initial point of contact between broader community and RECPTA. Oversees the formation and maintenance of extra, retreats, social events, luncheons/hospitality, childcare and all other small groups as pertains to RECPTA.

Essential Functions

- Attends board meetings
- Attends General Meetings
- Secures meeting space for all board meetings
- Secures meeting space for all general meetings
- Secures event space for agreed upon RECPTA events as agreed upon with sitting President/Board.
- Works closely with Membership VP,
- Notifies luncheons/hospitality of needs for upcoming meetings in a timely manner.
- Acts as ambassador to general membership for small groups
- Assists in membership retention activities
- Attends general meetings and assists in filling open volunteer opportunities within the general membership
- Assists extra, retreats, social events, luncheons/hospitality, and childcare as needed.
- Oversees the creation, development, and retention of small groups, retreats, and extra.

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Ability to prepare Word documents and work in a fast-paced, high-energy environment and produce documents in a timely manner. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position. Approximate time commitment: 12 hours a month.