**5th Vice President Education**

**Job Description**

The Vice President Education shall be chairman of the Education Committee. The committee shall include the President-Elect, Handbook Chairman, Orientation Chairman and Historian. She shall be a member of the Membership and Orientation Committees and work closely with both. She is responsible for training and continuing education of members. She shall participate in prospective member coffees and in education of new members at orientation. She shall assist the President with Board and leadership training. She shall disseminate National Assistance League information and materials for the National Assistance League Convention and be responsible for coordinating chapter participation in annual and special meetings of National Assistance League. She is a member of the Executive Committee and reports directly to the President-Elect.

**Chairman Required Skills:**

* Effective business communication skills (i.e. written and oral)
* Advanced computer skills (i.e. word, excel)

**Chairman Training:**

* Attend Board training
* Be familiar with the **Standardization of Assistance League of Indianapolis Written Material** and follow its guidelines for preparation of press releases and other documents sent to the media.
* Be knowledgeable and follow Assistance League of Indianapolis Bylaws, Standing Rules and Policies
* Familiarize self with National Assistance League Manual for Public Relations and the required terminology for writing or speaking about Assistance League

**Specific duties regarding education:**

Attend all Board, Executive, and regular meetings. Inform President in advance to be on meeting agendas.

Write articles for Assistance League of Indianapolis weekly newsletter and present reports to the Board and membership as needed.

Supervise and assist with Board training at the direction of the President. Assist President in compiling and updating procedure manuals. Present the Assistance League of Indianapolis annually reviewed policies at Board training.

Consult with President and Board members regarding topics needed for chapter education and update all members on these topics. Present educational topics at regular meetings. Share with appropriate members information and materials received throughout the year from National Assistance League.

Maintain a library at the chapter office. See that the history binder is updated annually. Maintain a list of contacts in other chapters. Add inserts of new members, bylaw, standing rule and policy changes to the chapter handbooks.

Handbook:

Work with Handbook chairman to produce the chapter Handbook prior to the August regular meeting.

Distribute new handbook pages to:

* Members attending August and/or September regular meetings
* All remaining members may pick up inserts at Chapter Office
* Give 2 copies to Operation School Bell chairman to keep at Forest Manor.

Distribute handbook inserts of new members (new members will be grouped together not inserted among renewing members).:

* Send to members in Chapter Newsletter
* Add 3 to Chapter Office handbooks
* Give 2 inserts to Operation School Bell chairman to keep at Forest Manor

Orientation:

Work closely with the Orientation Chairman to arrange and implement Orientations:

* Help prepare member handbooks and information folders for distribution at new member coffees
* Present Assistance League of Indianapolis Handbook to new members **AFTER** dues are paid.

Direct the educational content of prospective member coffees and orientation in collaboration with Orientation Chairman and VP Membership. During the coffee show Assistance League of Indianapolis video. Make clear what is expected of members:

* Amount of yearly dues and expenses
* Expectation with regard to supporting fundraising events.
* Voting members shall attend five out of nine meetings (tell when and where meeting are held).
* 25 hours a year is required of each voting member.
* Present the annually reviewed policies.
* During orientation include presentations by Program Chairmen, VP Resource Development, Marketing, President and President-Elect.
* Instructions about Assistance League of Indianapolis forms and documents: Donor Form, Hours Form, Assistance League of Indianapolis Brochure, Memorial/Tribute Envelopes, Expense Reimbursement Form, Operation School Bell mailer, National Assistance League of Indianapolis brochure, and Assistance League of Indianapolis business cards
* Instructions about what to expect at first meeting: Where to sign in, and where to sit, optional lunch and notification by phone committee
* opportunities to sign-up for philanthropic program workshops

Responsibilities for National Assistance League Conference:

* Publicize and promote convention and prepare literature to be distributed to members
* Register members for convention
* Relay hotel/travel reservation information to all members who wish to attend
* In March solicit interested leaders to attend the conference as alternate delegates. Do a drawing if necessary, at the April meeting.
* Oversee the dissemination of materials from convention workshops
* Explain reimbursement policy to attendees
* Remind delegates and alternates they will make oral and/or written reports to the board and membership
* Attend if possible.

Historian:

Proof the written history of the year and see that it is added to the chapter history binder.

Other Duties:

Maintain detailed financial records, including expense ledger and keep it in Procedure Manual. Include copy in annual report.

Prepare budget in February/March for Treasurer for Budget Committee consideration. Respective Chairman should provide this information. Budget should include:

* Projected expenses for remainder of current fiscal year
* Expenses for next fiscal year

Collect updated job descriptions from all Board Members and Committee chairman.

Prepare two copies of Annual report for this position—one copy for Procedure Manual and one copy for President’s file.

Pass on Procedure Manual and train new incoming Vic President of Education.