

5th VICE PRESIDENT EDUCATION Job Description

as of January 2013

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 the training and continuing education of members. She shall participate in perspective new member coffees and in the 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 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 document sent to the media.
- Be knowledgeable about 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
- Learn how to use Constant Contact, Survey Monkey and aquesthosting email
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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 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 and write educational articles for newsletter. 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
Encourage members to take classes. Research available classes and inform members.

Handbook:

Work with the 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 6 copies to Operation School Bell chairman to send to School District offices.

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

- Send to members in Chapter Newsletter
- Add to Chapter Office handbooks
- Give 6 inserts to Operation School Bell chairman to send to School District offices.

Orientation:

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

- 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 the VP Membership. During the coffee, show Assistance League of Indianapolis video. Make clear what is expected of member:

- 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 meetings are held).
- 25 hours a year is required of each voting member.
- Present the Assistance League of Indianapolis' annually reviewed policies.
- During orientation show National Assistance League video. Also include:
 - Presentations by Program Chairmen, Vice Presidents Resource Development, Marketing, Gala Chairman, President and President-Elect.
 - Instructions about Assistance League of Indianapolis forms and documents
 - Donor Form
 - Hours Form - how to complete and submit
 - Assistance League of Indianapolis Brochure
 - Memorial/Tribute Envelopes
 - Expense Reimbursement Form
 - Operation School Bell® mailer
 - National Assistance League brochure
 - Assistance League of Indianapolis business cards
 - SCRIP order form
 - Instructions on what to expect at first meeting:
 - Where and with whom they should sit
 - Sign-in (to establish quorum) and get name tag
 - Optional lunch is served after meeting
 - Will be notified by Telephone Committee and it is important to let them know if they will be attending meeting
 - 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 regular meeting.
- Oversee the dissemination of materials from convention workshops
- Explain reimbursement policy to attendees
- Remind delegates and alternate delegates 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.

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

Prepare budget in February/March for Treasurer for Budget Committee consideration. Respective Chairmen should provide this information to VP. Budget shall include:

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

Complete Year End Report Form for Education Activity (this form is on the Chapter Office computer). Attach 1 copy to the front of your Annual Report; give the other copy to Computer Data and Document Chairman.

Prepare two (2) copies of Annual Report for this position—one copy for Procedure Manual and one copy for President's file. Include membership numbers (broken down by classification) for beginning and end of year.

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

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