

# VICE CHAIR

The chief function of the GAWN Vice Chair is to support the Chair in her leadership role and assume her duties in her absence; work with the board to identify and recruit potential board members and provide a comprehensive orientation to new board members; and plan and execute one of GAWN's main signature event during the year: the Holiday Showcase. Typically the Holiday Showcase is held in December. Attendance at all luncheon and board meetings is expected.

## ***MONTHLY LUNCHEON MEETING***

### **BEFORE:**

- Solicit door prizes from members for the meetings. The Programs Chair may also ask guest speakers to bring a door prize.
- Email last meeting's Spotlight Winner the Monday before the meeting to remind them they will have two minutes to speak.

### **DURING:**

- Assume the duties in absence of Chair.
- Assist guests and members with introductions.
- Provide assistance as necessary
- Chat with members and identify potential board interest.
- Preside over door prize and member spotlight drawings during each meeting.
- Keep a written record of door prize and member spotlight winners. Email the list to the Board immediately following each luncheon.
- At conclusion of meeting, ensure all GAWN possessions have been picked up and removed.

### **AFTER:**

- Be sure to forward the door prize and member spotlight list to the Board.

## ***MONTHLY BOARD MEETING***

### **BEFORE:**

- Review board applications from interested candidates
- Interview candidates
- Invite screened candidates to group interview at board meeting (interview usually scheduled for 4:00pm).
- Prepare report on potential members interested in board positions.

### **DURING:**

- Assume the duties in absence of Chair.
- Serve as the official timer during reports given by the Board.
- Present report
- Facilitate group interview with candidates.

- Solicit feedback on other board members' efforts to recruit potential candidates.

**AFTER:**

- Complete any action items from the Board meeting.
- Provide orientation for new board members.

***OTHER ANCILLARY DUTIES***

- Serve as the Chair and provide oversight for workshops, summer/spring mixers (for members), Holiday Showcase, trade shows, etc. Serve as the Chair for various program and/or fundraising events that the Board may chose, such as Speed Networking, unless other arrangements are made.
- Assist the Chair with duties when necessary.
- Fill in for board positions as needed.
- Recruit potential board members
- Review board applications and meet with applicants
- Start planning the June/July election by March. Announce at the March monthly meeting that nominations are being accepted for the upcoming Board year and interested members should give you their names and information regarding a particular board position. Encourage potential nominees to attend a board meeting.
- The position of Vice Chair should be filled if at all possible by a current board member.
- When necessary, work with board members to identify candidates to fill any positions that become vacant during the year.
- Consult with Chair and Advisor as necessary during recruiting efforts.
- Notify new board members when they have successfully completed their ninety-day probation period.
- Review Vice Chair Job Description and duties and update as necessary before end of term.

***ORIENTATION PROCEDURES***

- Create and maintain digital orientation manual, which includes:
  - Bylaws with relevant portions highlighted
  - All job descriptions
  - Board position backup chart
  - Global policies and operations notes
  - Conflict of interest policy and signature pages
  - Potential luncheon speaker application
  - Door-prize winner chart
  - Member spotlight questionnaire
  - Sample luncheon meeting agenda
  - Sample board meeting agenda
  - Board member application
- Meet with new member no later than one week after their election to the board to provide

comprehensive orientation session.

- Discuss existing trade agreements and their limitations.
- Provide networking cards for new member's future use.
- Add new member to Google Groups for e-mail communication.
- Discuss requirements and expectations, utilizing manual to illustrate concepts.

### ***HOLIDAY SHOWCASE DUTIES***

- Plan the Holiday Showcase (first year was December 2012).
- Immediately after planning meeting in August:
  - As soon as possible, coordinate date and time, food options, vendor/sponsor pricing, big door prizes, table layouts, with the Board.
  - Call Sweetwater to secure date (typically the second Wednesday in December) and time (11:30am-1:30pm); start arranging food options (usually heavy hors d'oeuvres), along with the layout of food and tables, background music, and photography and/or videography (video is optional; photos are not), and report back to Board for discussion and voting.
  - The Social Media Administrator will take photos, but often a photographer (i.e. Allison Durham) from a local magazine will attend and take photos as well. Contact magazines to gauge interest and request attendance.
  - Prepare vendor/sponsor applications and develop the Rules & Regulations for the event. Serve as the PRIMARY contact for the vendors/sponsors.
- In September:
  - Have Website Administrator set up an event to accept vendor/sponsor payments and registration for members and guests.
  - Work with Social Media Administrator to start advertisement on all Social Media sites, local publications, and Chamber site.
  - Have Website Administrator send out an email to all members announcing the Showcase and include vendor/sponsor information.
- In October:
  - Assign all vendors/sponsors to tables (make sure to put similar companies across the room from each other. And, if you opt for 1/2 table spaces, group a product with a service to drive more business to each table).
  - Coordinate with Treasurer and Registrar about keeping a spreadsheet of vendors/sponsor payments and table layouts.
  - Secure music – DJ (i.e. Jarad Bowens) or musician to provide background music for event, or have Sweetwater play Holiday Music over speaker system.
- In November:
  - By November 15 – make sure all payments from Vendors/Sponsors are received and paid in full (NO VENDOR/SPONSOR payments at the door)
  - By November 15 – make sure all door prizes have been purchased and secured for the event. Some items ordered thru Amazon or internet must have time to be shipped and received.
  - Email all vendors/sponsors the RULES & REGULATIONS packet so they know the set-up and take-down times for their booth/table/display space.

- After:
  - Upload all documents to Google Drive