

## Vice President Role and Duties, SEAS Women's Club

*Basic duties of the Vice-President are to:*

- Organize program meetings (speakers/entertainers),
- Submit in the month of July a complete year's calendar of upcoming events for the church bulletin. This matrix indicates the dates for the monthly meeting to be published. Details for each month are available to the Staff Liaison as each speaker form is approved by the Pastor.
- Facilitate the **Woman of the Year Nominating and Service Committee** and
- Assume duties of President in her absence.

*Details about basic duties:*

- 1. Obtain program entertainers or speakers for:**
  - a. Dates -- October, November, January, February, March and April, subject to change.
  - b. Topics -- Speaker topics should be of interest to the club members, avoiding serious topics on death, nursing homes, etc.
  - c. Previous topics/entertainment were: Local media relations director; celebrity impersonators/singers); lawyers; priests/seminarian biographies; parishioner's talk on pilgrimage.
- 2. Administrative speaker duties:**
  - a. Present speaker suggestions/topics to the Executive Board for approval before confirming with speaker.
  - b. Send Speaker Information Form to SEAS Club President who forwards information to pastor for approval.
  - c. Send the *Speaker/Performer/Presenter Agreement Form* for the speaker's signature (Contracting Party) and date to confirm the speaker's commitment. **SEAS requires this form.**
  - d. Reconfirm guest speaker a week or two before the meeting, providing the date, time and place (Parish Activity Center location, next door to the Church at 2700 Spring Creek) and your contact information.
  - e. Speakers should arrive by 6:45 pm and speak at 7:30 pm, for about 30 minutes, including questions at the end of their talk or presentation.
- 3. Speaker Introduction/Thank You**
  - a. Provide a short 1-2 min introduction/bio for the speaker and his topic.
  - b. Either the Vice President or President will thank the speaker, etc.
- 4. Church Bulletin Meeting Announcements**
  - a. Submit SEAS Women's Club *monthly meeting announcements* at least two weeks prior to the print date to President and Cindy Christensen (Staff Liaison).
- 5. Woman of the Year Selection Committee** of SEA's Woman of the Year nominee. Facilitate the discussion of the *SEAS Woman of the Year* nominee for the selection committee. (The committee is composed of prior Women of the Year winners.)

- a. Guide the committee's discussion of their suggested nominees who would be deserving of the award.
- b. Write discussion notes on each nominee. The notes provide evidence of this special lady's service in our parish and community. The facilitator may contribute additional information if they know the nominee -- for example, where she was born or other observations about her activities in the parish, etc.
- c. Once the nominees are listed and discussed, the facilitator, remaining objective, should guide the list reduction down to one person – the winning nominee. Only the committee makes the selection with the facilitator objectively guiding the discussion.
- d. Write the winner "announcement" to be made at the SEAS Women's Meeting. (Only the committee and the facilitator will know who the winner is. Others will first learn when it is announced at the meeting, in hopes that it will be a surprise to everyone else.) Notes from previous VP, "Write out a wonderful, happy story about this person; add a lot of excitement with it."

**6. Gift Cards for Monthly Meeting**

- a. VP buys \$10 gift cards at place of your choosing to be given in chance drawing at meeting.
- b. Treasurer will reimburse you for expenses.
- c. Tell the ladies where the gift card is from so that all members know.
- d. At the Christmas and May party meetings, ask that money be available to purchase gift cards from the Treasurer.