

# Program Vice President

- Preside at meetings in the absence of the president and president-elect, and act for them in their absence or disability.
- Work with other board members as requested by the president or board of directors.
- Serve as chair of Program Committee.
- Determine potential expenses to report to the Budget committee. (See item #10 in General Policies, re: budget and possible fees, honorariums, or reimbursement for expenses for special speakers.)
- Attend Board meetings; Co-VPs share one vote and may alternate attendance.
- Contact suggested speakers, extend invitations, and follow up with written confirmation. Obtain program title and summary, and speaker bio(s) and photo(s).
- Complete the year's program schedule before the September Open House and provide copy to the Directory editor for inclusion in the Directory.
- Provide monthly program announcement for the *Ann Arbor Observer*, the monthly Branch Interest Group calendar, and the Branch website. Send email reminders to Branch members before meetings.
- Confirm final arrangements with speakers in a timely fashion, including checking their need for special audio-visual equipment.
- Coordinate arrangements with social chair for meeting room, including need for podium, microphone and A-V equipment.
- In the event of virtual meetings, supply speaker with Zoom launch information and secure written permission to post recording of program on Branch website.
- Introduce speaker at meeting and follow up with a thank-you note after the program.

Skills: computer skills

*Updated February 2021*