

LEA COUNTY WOMEN'S NETWORK BASIC RESPONSIBILITIES 2nd Vice-President ~~ Program Chair

The term of office is from January 1 through December 31 in year following election of office in October.

- Will be in charge of Programs for the monthly luncheon
- Shall solicit input from the Membership on program needs.
- Shall contact/secure speakers for the Membership luncheon
 - Notify Membership of Luncheon program
 - Not more than 7 days and none less than 3 days before luncheon
 - Will post updates on upcoming programs on the website
- Shall plan and schedule all luncheon meeting programs
 - Shall coordinate with Health & wellness Chair for an annual program
 - Shall coordinate with the Professional Development Chair for an annual program
- Shall post the Membership luncheon programs on the website as soon as known.
 - Post all known programs on the website
 - Remove the past program immediately
- Programs shall have the approval of the Board of Directors
 - Except the Annual Meeting and other special meetings
- Shall send thank-you cards or letters to guest speakers or program presenters shortly after their presentation
- Shall order and deliver the new name badges to the monthly Membership Meetings.
- Shall write a program review on the Website shortly after the monthly luncheon
 - Apply pictures on the same program when possible
- Will attend the monthly Board Meeting regularly
 - Will send proxy when she can't attend
 - Will notify the President when she can't attend
- The 2nd Vice-President shall appoint a person or persons to help her fulfill the duties of this office.

**** There will no longer be an annual copy of the membership directory ~ a membership roster may be downloaded by members from the website. ****