



## **JOB DESCRIPTION: VP/CHAIR PROGRAM**

**Role:** Plan and coordinate activities associated with the LWVSFC Program

### **Responsibilities:**

1. Oversee the adoption of the Annual Program for the LWVSFC.
  - Be knowledgeable of LWVUS, LWVNM and LWVSFC positions in program areas.
  - Solicit suggestions from members and leadership team regarding potential program activities.
  - Organize and conduct the Annual Program Planning meeting in late January to develop a proposed Program for the next fiscal year.
  - Present the proposed Program for the next year to the Board for approval.
  - Present the (Board-approved) proposed Program at the Annual Meeting for adoption by the general membership.
  - Coordinate studies and programs with other Leagues, including LWVUS, as appropriate.
2. Maintain the areas of the website pertaining to Program
  - Update positions with changes that are made during the Program Planning meeting and approved by the Leadership Team.
3. Participate in Board activities and planning.
  - Manage and oversee the budget for Program
  - Plan and participate in Board and member orientation and training
  - Work with the Board on succession planning