

# Jardineros de Placitas

## Job Description - VICE-PRESIDENT and Programs Chair

### **BYLAWS REFERENCES:**

#### Article VI

Sec. 1: The officers of the Club shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Sec. 2: The officers shall be elected . . . for a term of one year. . . .

#### Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

#### Article VIII

Sec. 1: The officers shall perform those duties prescribed by these bylaws, duties usually performed by persons in such offices, and such other duties as the Board shall direct.

Sec. 3: The Vice-President shall perform the duties of the President in the President's absence; shall head the Program Committee, and shall perform such other duties as are assigned to her by the President. If the office of the President becomes vacant, the Vice-President shall assume the Presidency and serve the remainder of the unexpired term.

#### Article IX

Sec. 1: There shall be the following Standing Committees: Benevolence, Community Service, Constitution and Bylaws, History, Refreshments, Membership, Nominating, Programs, Website, and Yearbook.

### **GENERAL DUTIES:**

A. Perform the duties of the President in the President's absence. If the office of the President becomes vacant, the Vice-President assumes the Presidency and serves the remainder of the unexpired term.

B. Chairing the Program Committee:

The Vice-President, with the assistance of the Committee, sees that the following is done:

- Arrange meeting locations with the Presbyterian Church or other location (during October - November)
- Select the programs for the upcoming year (in the October - November timeframe) See additional details below
- Send a letter of confirmation to the program presenters
- Submit program information to Yearbook Chair and to Webmaster (No later than December 1)
- Greet speakers at meetings and provide introduction
- Present the thank-you gift to the speakers
- Give name and address of speaker to Corresponding Secretary for thank-you letter [goes out in President's name]

C. Attend all Jardineros board meetings and perform such other duties as are assigned by the Board or the President.

### **Additional information, April 2, 2014, from Vice President Barbara Hill:**

One of the Vice President's responsibilities is Chair of the Program Committee (Jardineros' Constitution and Bylaws Article IX: Standing Committees). The Committee's objective is to have all programs set for the upcoming year by mid-November in order to have them published in the annual members' Yearbook.

The Committee schedules the programs for eleven months of the upcoming year. December's program is easy; it is the holiday brunch. The Board of Directors and Program Committee organize the brunch with the Vice President taking the lead.

The Committee typically meets only one time to organize and set the agenda for the upcoming year's programs and then communicates via e-mail. The Committee usually meets after the October Jardineros' meeting to review the list of carryover or backup programs maintained by the Chair, listen to other committee members' ideas, and then decide which months fit certain programs, aiming for a balance of literary, health, and community service. Then, Committee members are assigned potential presenters to commit to presenting a program to our members.

The Program Committee has a small budget and may offer a small stipend of \$25 for out-of-town presenters for travel costs, usually nothing if they are a Placitas resident, and again often nothing if they are promoting something, such as an author. Authors may also bring a book or books to be auctioned at the meeting with the proceeds accruing to Jardineros. Occasionally, a guest requests an honorarium or fee.

The Chair then provides the final schedule and information for the members' yearbook in a format requested by the Yearbook Chair and Editor, and to the Webmaster.

Even if a member does not wish to be on the Program Committee, ideas are always welcome!

Updated April 2, 2014