

Vice President of Sarasota/Manatee NOW

Position Description

Effective June 1, 2017

This description provides specific responsibilities of the Vice President of Sarasota/Manatee NOW and is written in association with the [Board Member of Sarasota/Manatee NOW, Position Description](#).

Purpose of Board Position

The Sarasota/Manatee NOW Board provides leadership to the general membership in alignment with the mission and vision of national and state NOW.

Known Key Relationships

- Sarasota/Manatee NOW President
- Educators
- Local Government Agency Representatives
- Community Advocacy Group Spokespersons
- Elected Officials

Responsibilities – Associated Tasks

These responsibilities are specific for this position and required. However, assistance may be provided from other board members or general members.

1. Assist the President and chair meetings in the absence of the President.
2. Plan and provide programs for Sarasota/Manatee NOW chapter meetings.
3. Manage and publish chapter calendar.
4. Oversee special events, and other activities associated with the mission of NOW.
5. Sign (approve) the President's expense vouchers.

Skills

- Group Facilitation
- Public Speaking
- Group Management
- Team Building Skills
- Strong Working Knowledge of Robert's Rules of Order
- Networking
- Scheduling