## **BOARD MEMBER RESPONSIBILITIES**

**VICE PRESIDENT OF PROGRAMS**

**VICE PRESIDENT - PROGRAMS shall:**

1. Attend all general meetings, board meetings, assigned committee meetings and special meetings of SFV-CAMFT. Notify president if unable to attend.
2. Assume the duties and exercise the powers of president in the absence of president, past president, and president elect when so designated by the president of the Board.
3. Preside over the membership meeting during the program portion of the meeting.

4. Chair the program committee and consult with the board on selection of committee members.

5. Plan all programs for general membership meetings and January experiential.

6. Present a report on membership meeting program topics at board meetings.

7. Make arrangements for membership meeting presenters, including memorandum of understanding, payment, and receiving all information required to meet CEU requirements for CEPA approval (i.e. bio, description of presentation, and learning objectives.)

8. Manage application process and committee for selection of member speakers. Typically, member speakers present at two meetings, in the months of October and November. Verify applicants are both chapter and state members of CAMFT.

9. Send membership meeting title and date to the web admin as soon as MOU is signed in order to set up save the date and registration. At least 2 months prior to event date send program details including presenter bio, presentation description, title, and learning objections to the VP - Marketing & Communication.

10. Check designated chapter email at least two times a week (every 3-4 days) to keep up with all chapter correspondence.

11. Maintain and transition complete records to the incoming VP of Programs by utilizing email folders, and placing copies of chapter documents in the appropriate shared Google Drive folder, in order to maintain historical information.

*I have read and understand the responsibilities for this position and will serve my elected term for the year \_\_\_\_\_\_\_\_\_\_\_.*

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| Print Name |  | Signature |  | Date |