

Volunteer Job Description

Club Vice President of Programs

GENERAL DESCRIPTION:

The Vice President of Programs establishes and executes annual program plan for the number and type of events the Club will host

RESPONSIBILITIES:

- Recruits and trains volunteers for the program Committee(s) and subcommittees as needed
- Convenes, sets agenda and presides over Program Committee Meetings
- Along with other Club leaders and Program Committee, sets annual goal for the number and type of events the Club will hold
- Annually submits requests for MIT faculty speakers to the Alumni Association's Alumni Education group
- Prepares any event announcements as needed, submits budget requirements for events and projection of income to Treasurer
- Creates events with the Encompass platform or oversees event registration creation process
- Annually provides the Alumni Association with lists of events and the number of attendees at each event

EXPECTED OUTCOMES AND TERM GOALS:

- Achieve a goal of the number of events for the current fiscal year (as set by the President).
- The Program committee must meet at least four times annually (determine the minimum number of members).

QUALIFICATIONS:

- The VP of Programs must be a current member of the Club.
- Past planning experience of an MIT Club event is preferred.
- Multiple alumni contacts in the area and strong networking skills are helpful.

TIME COMMITMENT:

The VP of Programs position requires a time commitment of three to five hours per week.

TRAINING AND SUPPORT:

- The VP of Programs is a direct report to the President.
- The VP of Programs will receive training from the prior VP, along with assistance from the President and Treasurer.

- The VP of Programs may seek consultative advice and guidance from the assigned Alumni Association staff person.

REPORT DATES:

The VP of Programs is expected to deliver a verbal/written of both past (results) and upcoming (plans) events at Board Meetings to be held four times a year. Should they be unable to attend, a written report must be submitted.

BENEFITS:

High visibility position with MIT Club. Position frequently succeeds to VP of Membership or President-Elect.