

Firebelles
First Vice-President
Job Description

Duties:

- Attend all Board Meetings, report on any current information and/or changes of monthly luncheon/dinner programs/presentations;
- Conduct meetings in the absence of the President;
- Co-sign checks when required;
- Plan monthly/dinner meeting entertainment from September to June, book guests (speaker or presentation), negotiate honorarium fees or purchase and interest appropriate gift (coffee table book/plant) for speakers who are deemed “self-interest-selling”;
- Schedule/coordinate space and physical lay-out, plus any audio/visual equipment needed for the presentation in written form with the designated administration person;
- Request and receive “Speaker Fee” check from treasurer or purchase appropriate gift one to two weeks prior to luncheon. Present bill for gift to treasurer for payment;
- Write a thank you note with “Speaker Fee” enclosed or just a thank you note to go with the gift. Thank the presenter and give note with fee or gift. You may choose to write the thank you after the program and mail same;
- Give all publicity people any information needed to be published or posters/art to be created at least one and a half months prior to the monthly meeting;
- Purchase a present as a thank you gift for the outgoing president;
- Purchase bouquets for the installation of new officers at the June meeting.

Timetable for Firebelles' Programs

Board of Officers and Committee Chairs Meeting - 1st Thursday Monthly

- 1) 1st Board meeting in August...Present yearly speakers/entertainment program to Board and all Committee chairs. Copies to Publicity, Posters and Table decorations Chairs as well as All Board Officers.
- 2) Present any new information concerning upcoming luncheon presentations at each monthly meeting.

Luncheon/Dinner – General Business Meeting – Entertainment 3rd Thursday Monthly

Month prior to upcoming Luncheon/Dinner

- 1) Contact confirmation with Speaker/Presenter
- 2) Confirm publicity with Table Decorations, Poster and Publicity Chairs by the 5th of the month
- 3 Receive from program guest 3 weeks prior to event
 - a) Personal Introduction
 - b) Basic program content or format
 - c) Lunch reservation if required
 - d) Equipment required
 - e) To whom 'Speaker's Fee' is addressed

Two Weeks prior to Luncheon/Dinner

- 1) Make necessary meal reservations for your self and guest/s
- 2) Order, in written form, any special physical set up of room, and any required audio/visual equipment.

One Week prior to Luncheon/Dinner

- 1) Phone/e-mail final confirmation with program contact, directions to LOP etc...Make 'Guest name-tag'..answer any last questions
- 2) Notify Security-Gate of guest's arrival (268-1135)
- 3) Prepare notes for guest's introduction
- 4) Prepare announcement of upcoming meeting's program
- 5) Obtain check or book gift for speaker – Do Thank-You note

Random thoughts on the 1st VICE PRESIDENT'S job.

The following events have often been scheduled in the following month...

Firebelles has tried several evening/dinner meetings in order to gain some membership from a younger/still working group of women...as often programs highlight current events in our community

November –Fashion Show (in conjunction with the American Cancer Society Discovery Shop in Auburn) Ann Conley and Barbara Deimer have been in charge of this event for many years....Contact them!

December – Musical entertainment is very popular this month. Local schools, and even dance groups, are always welcomed and willing to perform for us.

April – Evening/Dinner meeting with Spring Fashion Show presented by the local Assistance League – good attendance due to good weather, daylight later and new 'will drive you' list in directory

May has traditionally been the Home Tour...but need something new and different about every 2 or 3 years.

June – Swearing in of new Officers for the forthcoming year. Program may be something light and easy.

Members' Birthdays for each month are announced at each meeting and special candy for each is handed out by Sunshine Chair.

Honorariums info.- Suggested amounts etc.

Budget - \$1200 - Lunches for guests/speakers...Supplies...Birthday Candy

One guest/lunch - \$100

Two guests/lunch - \$150

Groups - \$125 - \$250

Specialty Books - \$40

Amounts paid are arbitrary...as some programs will be more and some only warrant a Book Gift, as we don't pay a 'Speaker's Fee for a speaker who is almost trying to sell something.(and has spoken to other groups with this same agenda)

I will be very happy to help in any way with the transition to this new position...and will probably have more ideas as they pop-up in my head.

Sue Rouse