

VICE PRESIDENT

Function

Provides administrative support to PACT™. Serves as back up for the President. Makes contact and maintains open relationship with all PACT™ members. Serves as ambassador of good will to those attending monthly general meetings including guests. Gains knowledge of PACT™ and how it operates in preparation to serve as President.

Responsibilities

- Acts for the President in his or her absence.
- Attends and participates in PACT™ monthly Membership meetings and PACT™ Board meetings.
- Approves any expenditure by the PACT™ President or in the President's absence.
- Chairs the PACT™ Advisory Committee
- Maintains PACT™ Policy and Procedure Manual. Initiates changes and distributes updates according to the calendar. Ensures incoming Board members receive copy at the joint May Board meeting.
- Assists the President by performing duties assigned by him or her.
- Maintains Volunteer Resource file and creates certificates of appreciation to be present to volunteers at the August meeting.
- Meets with the President and Past President as the Executive committee as needed.
- Organizes Volunteer Fair for October meeting. Documents for the event are passed from the outgoing Vice President to the incoming Vice President at the start of the Board year.
- Organizes, with assistance from Advisory Committee, the annual Member Appreciation luncheon in August, which includes securing host Sponsors.
- Meets with executive team to identify Hall of Fame recipient in May.
- In April send Board election results to Vice Communication Chair so he/she can post in newsletter.

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Advisory Committee

Purpose and Responsibilities

The Vice President presides at the Advisory Committee Meetings on a bi-monthly basis or as needed. The PACT™ Board provides the Vice President with questions and issues to be discussed by the Advisory Board. Input from committee members is reported back to the Board. This can be done via email.

PACT™ Member's Annual Appreciation Luncheon

The Vice President works with meeting facility to select menu and confirm room arrangements. Publish details of Luncheon on website.

Invitations

- Create the invitation and RSVP text for email distribution to membership.
- Send the invitation and RSVP text to Membership Chair to distribute to membership in June.
- Obtain a membership roster from Membership Chair. This can be used to note RSVPs and payment received by members for the luncheon.
- Let meeting facility know the number of people attending four to five days before the event.

Registration

- Solicit Advisory Committee members to coordinate the registration, collect RSVP responses, and check-off names the day of the event. Payments will be accepted at the July and August meeting.

Establish Menu/Member/Non-Member Pricing

- The Board approves all costs associated with the luncheon. Report to the Board at the June meeting the breakdown of costs for the following items:
 - Food
 - Membership cost per plate
 - Other incidental costs (such as banners, etc.)

To make arrangements for the menu, contact Patrick Fitzgerald at the Metropolitan at 612-238-4012.

Sponsors

- Solicits Sponsors to host the Member Appreciation Lunch event (can seek assistance from President and Past-President). Identify 3-4 \$500 Sponsors or use increments of \$250 if needed. Sponsors do not need to

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- be PACT members. Complete securing Sponsors by late June, early July. Sponsors receive:
- 3 complimentary lunches (waive the non-member fee)
 - 3 complimentary attendees (waive the guest fee to the August PACT meeting)
 - Sponsor signage at the meeting (provided by PACT)
 - Dedicated space on the PACT Information Table (must be picked up by the end of the meeting)
 - Recognition by the PACT President for the Sponsor organization's during the business meeting and in the PACT newsletter
- Works with Treasurer to create appropriate Sponsor invoice to collect funds prior to the August event. Deliver invoices no later than the first week of July.
 - Coordinates creation of Sponsor banners and appropriate dedicated space on the PACT Information Table for Sponsor literature.
 - Sends Thank You letters to all Sponsors.

Note: Historically, PACT™ has budgeted \$1,500 - \$2,000 per luncheon with an additional charge of \$10 per person to ensure attendance and maintain the quality of the luncheon.

Volunteer Fair

Use the *Volunteer Fair Checklist* for the list of your tasks. The first page is to track the related documents related to each committee. The description is written by the Chair. The sign-up sheet and sign are done by the Vice President. The second page is to be used via email or at board meetings with the chairs.

Come early to the October meeting to set up the tables on the dance floor and the main tables with descriptions. Sign up sheets and signs go on the dance floor tables. Collect the volunteer sign up sheets. Type up the names for each committee and send to the appropriate chair.