

## SAN ANTONIO HERB SOCIETY JOB DESCRIPTION VICE PRESIDENT - PROGRAMS

General Description: This Board position is elected on an annual basis for the term of one year beginning in June and running through May of the following year. The individual may not hold this position longer than two consecutive years as outlined in the Constitution and By-Laws. The Vice President of Programs is primarily responsible for planning and coordinating the speakers at the monthly general membership meetings.

Experience: Must have strong planning and communication skills both verbally and in writing.

Must be able to follow through with assignments. Must have strong organizational skills. Must have strong attention to detail. Must be able to devote 20 hours a month to the Herb Society and this position.

Responsibilities:

- Attend monthly board meetings (usually the last Monday of the month)
- Attend monthly general membership meetings (usually the second Thursday of the month)
- Support the Herb Society and its membership by working no less than one profit generating initiative a year such as plant sales and herb markets.
- Announce and welcome the speaker at each meeting
- In absence of the President, perform all duties pertaining to that office
- In case of vacancy in the Presidency, succeed at once to the office of President for the remainder of the unexpired term
- Maintain a professional nature at all times when addressing or representing the Herb Society
- Treat all members and guests with respect
- Create the program calendar for the Society
- Act as liaison between the Garden Center and the Herb Society
- Meet with the Garden Center Management when needed to address requirements for the monthly program setup
- Meet with prospective speakers and review program content and determine payment if any and terms
- Provide speakers with information around the Herb Society and the Garden Center layout ~provisions to ensure a successful program.

Responsible for physically setting up for speaker each meeting as needed (i.e.: projector, laptop, demonstration areas as needed)