



JOB DESCRIPTION

Vice President - Public Service

The responsibilities of the VP of Public Service are:

- Engage members and potential members by offering meaningful volunteer opportunities
- Promote value of joining an organization and volunteering
 - Make new friends
 - Learn new skills
 - Public Service is its own reward—Do. Good. Work
- Promote 3-year engagement model with non-profit clients
 - Year 1: research, solicit agency and vendor partners, develop campaign, launch
 - Year 2: refine campaign, train client
 - Year 3: train client, disengage
- Work with PR Chair to Contact media outlets to support our public service clients
- Gather the committees work throughout the year to include in the Club Achievement books that are compiled in January and February. Use existing CA Books as a template and as a playbook and planning guide throughout the year
- Prepare a monthly written report. Committee VP's are expected to attend the monthly Board of Directors meetings. If unable to attend the board meeting please arrange for someone to sit in your place and give the report
 - Provide report to the Director of Operations 1 week prior to monthly board meeting