



## **JOB DESCRIPTION**

### **Vice President - Club Achievement**

- Build on Club of the Year success
- Create best practices:
  - Collect documents year round
  - Send out CA report form before each program
  - Provide VPs/Chairs with CA guidelines
  - Provide VPs/Chairs with past winning books
- Assist VPs/Chairs in writing and production of books
- Work with the Director of Operations in preparing the books
- Send books to the District level of competition
  - District deadline is March 1, 2013
- Send books to the National level of competition
  - National deadline is March 14, 2013
- Urge leaders to study winning books for best practices
- Prepare a monthly written report. Committee chairs are required to attend the monthly Board of Directors meetings. If unable to attend the board meeting 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