

## **VICE PRESIDENT, ORGANIZATION**

### **FUNCTION:**

To assume leadership in association activities in the following areas:

- Friends and Advocates
- Fund-Raising and Development
- History and Archives
- Membership
- Public Relations
- Publications – Directory, Journal, Newsletter, brochures, fliers, stationery, etc.

### **DUTIES:**

See Articles IV, V, VI, VII of the By-Laws for term of office, meetings, Executive Board membership and committees.

1. Review all committees listed in Handbook under this division and propose the committees to be activated or deleted for the ensuing year.
2. Establish function, composition and procedures/guidelines for all committees.
3. Recommend activation of a standing committees in an area of responsibility by drafting handbook pages which delineate the functions, membership and procedures/guidelines. Proposed committees must be submitted for Executive Board approval prior to establishment and inclusion in the Handbook. Ad Hoc committees will not be described the handbook.
4. Recommend names for committee chairs for appointment by the President and approval of the Executive Board.
5. Oversee the formation and operation of all committees under the division throughout the year; attend committee meetings as necessary as an ex-officio member.
6. Provide a written list of all committee members names to the Secretary by the January meeting to verify that all committee members are members of CSLA.
  1. Make periodic reports to Executive Board on committee activities inviting committee chairs to Board meetings when requested.
  2. Ensure that articles are submitted in a timely manner for publication in the Newsletter and update division information on the Home Page, including listings of committee membership.
  3. Prepare working budget for total division based on needs of the division to be submitted to the Budget Committee.
  4. Provide leadership and information in recognizing needs of membership which may be met by a function of this division.

5. Submit written reports to Executive Board meetings as necessary, and a final written report to Executive Board which includes all division final reports.
6. Network with other organizations and bodies which may be involved with the areas associated with this division.
7. Perform additional duties as assigned by Executive Board.
8. Develop and maintain files of regular reports, correspondence, and other items deemed appropriate for the archives throughout the term of office. Within one month of leaving office, forward all files created during term to newly-elected Vice President, Organization. Within one month of leaving office, forward all files received from predecessor to the History and Archives Committee.