

**Southeastern District**

**Job Description**

**Title:** Second Vice Co-Chairs

**Term:** 2 years

**Election year:** April, (Co-Chairs will be nominated in alternating years)

**Voting Member of SED Executive Committee:** Yes (Co-Chairs shall share 1 vote)

**Voting Member of the SED Board of Directors:** Yes (Co-Chairs shall share 1 vote)

**Replacement, if vacated:** If a vacancy occurs before one half (1/2) of the term has been completed, the Nominating Committee shall present on (1) or more nominees for the office of the Second Vice-Chair at the next business meeting of the District to fill the unexpired term. If a vacancy occurs after one half (1/2) of the term has been completed, the office shall be filled by appointment by the Executive Committee for the unexpired term

**General Summary**

The second co-vice-chair position is held by 2 members of the APTA TPTA. The Second Vice-Chairs shall be responsible for planning and organizing the CCU programming activities of the SED, which are to be presented during the 2 years s/he holds the office.

**Principle Duties and Responsibilities:**

* Determine topics for CCU courses offered at the SED meetings by conducting polls or questionnaires from PT/PTA members/students
* Plan the monthly meeting topic calendar and submit to PR chair for publication
* Secure speakers for the CCU courses
* Arrange and secure meeting venue for all SED meetings
* Complete and submit the CCU application form to TPTA for course approval prior to SED meetings
* Compile summary report from CCU course evaluations from all CCU courses
* Maintain and store records of CCU courses
* Plan and run the full day CCU courses sponsored by the SED
* Order, coordinate and secure catering for all SED meetings (except Celebrate Our Students Night)

**Requirements and Skills:**

* Active member for one year preceding election
* Good organizational skills
* Good communication skills
* Good time management skills

**Additional Responsibilities:**

* Chair of the Program Meetings Committee
* Attend monthly SED BOD meetings
* Attend monthly SED meetings

**Miscellaneous**

This job requires that the individual have the ability to front cost of food for meetings and be reimbursed up to 30 days later.

By my signature below, I acknowledge receipt of this Job Description.

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Officer signature Date

**2nd Vice Co-Chair Monthly Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Six Weeks Before SED Meeting** | | | |
| 1. Obtain next month’s speaker to email their bio, resume/CV, Title and description of course, and course objectives 2. Fill out CCU application and email to TPTA staff for posting on website 3. If it is an ethics course, you must also fill out an application at [ccap.tpta.org](http://ccap.tpta.org/" \t "_blank). This must be done 12 weeks before the course date. 4. Create flyer for next month and email to Communications Committee Chair | | | |  | | |
| **Two Weeks Before Meeting** | | | |
| 1. Calculate supplies needed for this month’s meeting  * Plates * Napkins * Silverware * Drinks (sodas, water, etc.) |  |
| **One Week Before Meeting** | | | |
| 1. Purchase supplies for this month’s meeting | | | |  |
| 1. Copy course evaluation forms | | | |  |
| 1. Order pizzas for this month’s meeting. Email Membership Committee for estimate of previous attendance. | | | |  |
| 1. Create a list of topics needing to be discussed with SED board | | | |  |
| 1. Create PPT announcements and send to Communications Committee to be displayed during meeting | | | |  |
| 1. Write thank you card to speaker | | | |  | |
| **Week of Meeting** | | | |
| 1. Bring course evaluations, thank you card, supplies, ice chest, ice, and drinks to SED meeting | | | |  | |
| 1. Bring speaker’s bio to introduce speaker | | | |  | |
| 1. Scan/turn in invoices to Treasurer | | | |  | |
| **Week After Meeting** | | | |
| 1. Summarize feedback on course evaluations for this month | | |  |
| 1. Enter this month’s course information and feedback onto jump drive. Course evaluations must be kept for at least 5 years. 2. TPTA staff should complete course certificates, but consider confirming | | |  |

**2nd Vice Co-Chair Other Tasks**

|  |  |
| --- | --- |
| 1. If using United Way, confirm the following year’s room and dates on May 1st. 2. Responsible for updating jump drive as needed with course information, etc. |  |

**2nd Vice Co-Chair Long Course Tasks**

|  |  |  |
| --- | --- | --- |
| **5-6 months before** | | |
| Confirm topic with SED board |  | |
| Confirm room/date/time with United Way or other venue |  | |
| **4-5 months before** | | |
| Confirm speakers and obtain their bio and CV | |  |
| Confirm course fee and CEUs with SED board | |  |
| Write course description, objectives and the day’s schedule | |  |
| Fill out CEU application and email it (along with the course schedule) to TPTA staff | |  |
| Create flyer (preferably with link to register for course) and email to Communications Committee Chair. Flyer should be sent out in summer newsletter and monthly until course date. | |  |
| Promote course at remaining SED meetings and via email to local businesses and schools | |  |
| **3 months before** | | |
| Email Membership Committee about having a representative for onsite registration | |  |
| Recruit enough volunteers for event (OSSM students) | |  |
| **2 months before** | | |
| Calculate supplies needed for the entire day: plates, napkins, silverware, drinks (sodas/water/etc.) | |  |
| **4 weeks before** | | |
| Purchase supplies for this month’s meeting | |  |
| Contact speakers to confirm time, date and location | |  |
| Ask Sponsorship committee about sponsors for course | |  |
| Obtain handouts for each speaker (if applicable). | |  |
| Copy course evaluation forms | |  |
| **3 weeks before** | | |
| Buy and prepare gift cards and thank you cards for each speaker | |  |
| **2 weeks before** | | |
| Determine audio-visual equipment needed for meeting | |  |
| Confirm set up of room for course with United Way | |  |
| Determine if coffee/tea to be made at United Way and confirm UW will have supplies available | |  |
| **1 week before** | | |
| Email speakers about obtaining PPT prior to course (if possible). | |  |
| Create PPT for announcements to be played during registration and breaks (include sponsor logos) | |  |
| Email TPTA staff about current registered attendees. Print sign in/out sheet. | |  |
| Email handouts to course attendees | |  |
| If applicable, order lunch for the course (vegetarian option, too!) | |  |
| Write thank you cards | |  |
| If course certificates are to be printed, print out a certificate for registered attendees | |  |
| **Day of course** | | |
| Set up drinks and breakfast prior to and during registration | |  |
| Set up computer and speaker presentations prior to course | |  |
| Hand out speaker handouts (if applicable) and course evaluation forms | |  |
| Have lunch delivered. Set up lunch. | |  |
| Set up snacks for each break | |  |
| Hand out thank you and gift cards to each speaker after the course | |  |
| **After course** | | |
| Scan or fax sign in/out sheet to TPTA staff | |  |
| Summarize feedback on course evaluations and email to TPTA staff | |  |
| Enter course evaluation information and feedback onto jump drive | |  |
| Scan/turn in invoices to Treasurer | |  |
| Pat yourself on the back and then go rest. Great job! | |  |