DUTIES OF THE VICE PRESIDENT OF OPERATIONS
vpoperations@smocking.org

Overview: The Vice President of Membership is a role that allows for the development and continuity of leadership over a multi-year cycle. This role allows the Vice President of Membership to prepare for increasing responsibilities through close association with the President and involvement in a wide variety of SAGA activities. The Vice President of Operations must be prepared to assume the President’s duties in the event of a short term or permanent vacancy. The Vice-President needs to be familiar and comfortable working with email, Word and Excel. She must be able to edit documents, insert files and pictures, as well as download and upload computer files, and work with the SAGA membership database. She must be willing to have and maintain a Facebook account. The incumbent in this role is expected to maintain non-public Board-related information in the strictest confidence at all times, both during and after Board service.

SAGA Board

- Assist the President in managing the SAGA organization and Board
- Assume the duties of the President during absence, or in the event of a vacancy in the office of President
- Review Convention/Retreat expenses and track against budget
- At the completion of your term, clean out files and forward necessary information to the incoming Vice President of Operations to assist her in assuming her responsibilities
- Abide by the Board Ethics Policy currently in place

SAGA Development

- Pursue new opportunities for SAGA (member services, outreach programs, etc.) to develop a continually improving focus on members and their needs

Committee Oversight

- Oversee and provide guidance for all committees as assigned by the President
- Serve as Chairperson, Evaluation Committee, and appoint committee members as appropriate
- Receive evaluations from Evaluations Committee
- Provide quarterly report to the President on all committees that she oversees

Chapter Grants

- Administer and coordinate SAGA Grant Program
- Provide input to the budgetary process to establish the level of SAGA Grants for the forthcoming year
• Provide a list of attendees with email addresses for each grant program to the secretary so that the class evaluation surveys can be set up prior to the program.
• Provide the treasurer with the grant attendee approvals, name of chapter contact and her address, and teacher teaching the workshop, allowing her sufficient time to mail the check to the chapter prior to the program.
• Send, by email, the survey for Grant workshop evaluation, to all attendees of the workshop, and review the survey responses, sending appropriate summaries to the host chapter and to the teacher.

Communications

• Maintain communications with fellow Board members and Executive Committee Members to progress SAGA Business
• Provide a monthly report to the Board by the 5th of the month, and an annual report to the President in advance of the annual meeting.
• Provide quarterly report to the President on the committees that she oversees.