

Vice President of Programming

The Vice President of Programming shall be responsible for program activities, which include coordinating educational programming and social activities of AAF NEPA and the presentation of status reports on program activities. Works with the Marketing Committee to maximize event content, experience, and reach within the creative community and beyond.

- Work with the Development Director to help find sponsorship opportunities for NEPA AAF events and programs.
- Work with the Events Director to prepare event budgets for approval by the BOD.
- Communicate with AAF NEPA members to research what kind of events they would like to attend and learn from.
- Works with the Events Director to invite outside professionals to be a part of an annual AAF NEPA Speaker series.
- Serve as a liaison, along with the President and Vice President, to other Northeast Pennsylvania-based marketing/communications organizations to maximize possible event-based partnerships and event attendance.
- Act as the head of the Programming Committee. Recruit committee members, as applicable.
- Work with Events Director to set a calendar of programs and events for the year.
- Present program speaker(s) with speaker gift at end of program and send a thank you letter on behalf of the club after the meeting
- Coordinate with the Development Chair to secure sponsors for the club + specific programs.
- Gather the committee's 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. The VP of Events is expected to attend the monthly Board of Directors meetings. If unable to attend the board meeting, please arrange for someone to represent the committee and provide a report and update
 - Provide report to the Secretary 1 week prior to monthly Board of Directors meeting.