

## **DESCRIPTION OF SFV JAYCEES BOARD OF DIRECTORS POSITIONS**

**Chairman of the Board** – The Chairman of the Board is an appointed position held by the immediate Past President of the Chapter. The Chairman of the Board acts in a parliamentary capacity for the chapter.

**President** – The President is the chief executive officer and the guiding force in the chapter. He or she presides over the Board of Directors and the membership and ensures that the Board acts in concert with the desires of the membership. He or she leads the chapter in a manner that will successfully blend community needs and the needs of members working together for mutual benefit. In order to hold the office of President a candidate must have served on a Jaycee Chapter's board of directors for no less than six months.

**Executive Vice President** (“EVP”) – The Executive Vice President oversees all projects and the person or persons in charge of those projects. This will ensure that all chapter members are involved in the Junior Chamber and are maximizing member benefits. The EVP tracks the “health” of the chapter by tracking progress being made on the accomplishments of chapter goals. In the absence of the President, the EVP takes on the role of the Chapter's Presiding Officer.

**Treasurer** – The Treasurer ensures that all financial records are kept up-to-date and balanced. These financial records include but are not limited to: dues billings; chapter budget, tax information; bank records, and correspondence with legal counsel. The Treasurer is responsible for filing appropriate paperwork in a timely manner, according to federal, state, and local laws and ensuring the fiscal stability of the chapter by reviewing the bank statement and monies paid out monthly.

**Secretary** – The Secretary takes care of all written documents of chapter activities, keeping them in an accurate manner, including meeting minutes, agendas, and correspondence. The Secretary will work closely with all Board members in an effort to provide important chapter information to all its members through various communication tools such as email, web, newsletter, etc.

**Vice President of Community Development** – The Vice President of Community Development (VPCD) is the leader in “community advancement.” He or she identifies needs within the community that the chapter can effect, and determines the best way to fulfill those needs. The VPCD works with the Vice President of Individual Development & Training to include community development projects in the chapter's member activation program. He or she also works with the Individual Development Vice President to ensure members are prepared for the community development projects they have selected.

**Vice President of Individual Development & Training** - The “IDVP” is the leader in “member advancement.” It is through the efforts of the IDVP that the requests and needs of the members are addressed. The IDVP works with the VPCD to make sure members are prepared to conduct community focused projects. The IDVP should ensure that members are trained in such a manner to conduct effective programming in all areas. The IDVP also collaborates with other Vice Presidents to include their projects and programs in the promotion of member activation.

**Vice President of Membership** – This Vice President is responsible for attracting and activating new members, as well as communicating and encouraging their involvement in the chapter. The Vice President of Membership learns the wants and needs of the chapter's members and works with the Vice Presidents of Community and Individual Development to ensure the chapter's programs and membership synergize. In addition, the Vice President of Membership is the social programs director.

**Vice President of Marketing & Communication** – The Vice President of Marketing & Communication (VPMC) is responsible for handling all internal and external communications involving the chapter. The VPMC oversees the chapter’s web site, public relations, e-newsletters, brand identity, corporate culture, and so on.

**State Director** – The State Director is the link between the chapter and the state, national, and international organizations. Along with the Chapter President, he or she serves on the state organization’s Board of Directors and Regional and District Boards, representing the views of the chapter and its members. Serving in the capacity of liaison between the state and local organizations, the State Director accurately communicates information about state meetings and issues of importance to the members of the chapter. He or she also serves as a voice for the chapter’s opinions on district, regional, and state levels.

**Director of Government Affairs** – The Director of Government Affairs acts as a liaison between the chapter and local, state and federal government entities. He or she communicates information of political interest to the members of the chapter.

### **CANDIDATE ELIGIBILITY**

Requirements to run for the 2010 Board of Directors:

Be an active member, in good standing, of the SFV Jaycees chapter for four (4) months prior to the first day of his/her term. Terms will begin January 1, 2010.

In addition, to hold the office of President, the member must:

A) Fulfill the following criteria:

- 1) Serve on the SFV Jaycees Board of Directors for at least six (6) months **AND**
- 2) Chair one project prior to his Presidential term.
- 3) Attend at least one (1) State meeting in the year prior to his Presidential year.

**OR**

B) Fulfill the following criteria if a member of another Jaycees Chapter:

- 1) Serve six (6) months on any Jaycee Chapter's Board of Directors **AND**
- 2) Attend no less than 50% of the General Membership Meetings of the SFV Jaycees in the year prior to his Presidential term **AND**
- 3) Chair one project for the SFV Jaycees in the year prior to his Presidential term **AND**
- 4) Attend at least one (1) State meeting in the year prior to his Presidential term.