



## Young Variety Board Positions

Each board position is a 2-year term with exception to the Vice President, President, and Past President.

**\*\* Open position for 2018-2019 board year**

### **Past President**

Act as a support role to the incoming President and board members. Spearhead the nominations process and form a nominations committee to collect, organize, and distribute board applications. Carry out special assignments as requested by the president and perform duties needed in the president's or vice president's absence.

### **President**

Set a strategic vision for the incoming board with defined goals to accomplish throughout the year. Conduct monthly board meetings and attend the monthly state board meetings. Serve as a resource to all board members and liaison with the office and state board members as needed. Ensure Young Variety's bylaws are upheld and promote Young Variety at all Variety events. This position gets promoted to the Past President role at the end of the one-year term as president.

### **Vice President\*\***

Attend monthly Young Variety board meetings as well as State Board meetings, when needed. Conduct board meetings in president's absence. Serve as chair of the Young Variety VIP Panel for Telethon. Carry out special assignments as requested by the president and understand the responsibilities of the president and be able to perform these duties in the president's absence.

Participate in the grant process, working with the past president and president for specific distribution to the board. This position gets promoted to the president role at the end of the one-year term as vice president.

### **Vice President of Events\*\***

Spearhead the planning and execution of all Young Variety signature events (Savor Des Moines, Sweetheart Charity Auction, Mommy & Me, and Bow Tie Ball) and liaison with state board committee for Polo on the Green and Black Tie. Lead and



attend all Young Variety event planning meetings, and organize a sub-committee for all events. Report to the board on all event plans and results, manage and report event budgets, work to include all Young Variety members interested in planning and attending fundraising events.

#### **Vice President of Communications**

Sit on the marketing committee and give a marketing report to the Young Variety board at each meeting. Assist with media outreach for Young Variety events, with the goal of landing interviews and mentions. Lead the charge by implementing monthly activation plans for the board, detailing how to share event information each week leading up to an event. Encourage social media sharing by posting in the closed group on a regular basis. Set-up and promote quarterly member events on social media. Keep marketing and public relations director up-to-date on Young Variety's marketing and social media needs. Assist with special projects. Meet monthly with the director of marketing and public relations.

#### **Vice President of Community Relations\*\***

Work in coordination with Variety staff to act as spokesperson for Young Variety on current initiatives and projects, such as Savor Des Moines and Telethon. Assist both communications and philanthropy board members to identify membership growth opportunities, garner brand awareness, and engage young professionals in the community. Serve as the corporate relations liaison for Young Variety and coordinate/attend donor relations meetings as identified by Variety staff. Attend community events on behalf of Young Variety.

#### **Vice President of Philanthropy\*\***

Provide new ways for Young Variety members to get involved in philanthropy work in the community outside of Variety events. Work with Variety grant recipients to arrange volunteer opportunities within their organizations. Work with the membership board member to help coordinate quarterly tours at grant recipient organizations. Support all Variety events by recruiting volunteers as needed from the Young Variety membership pool.



### **Vice President of Membership**

Maintain correspondence with prospective Young Variety members (i.e., make sure renewal emails are up-to-date with appropriate information). Plan quarterly tours at grant recipient organizations with happy hours to follow. Plan bi-annual members-only networking events with Variety State Board members. Ensure all members/donors and potential members are aware of all Young Variety and Variety events and activities. Meet with and engage prospective members to grow membership levels for the organization.

### **Secretary**

Take meeting minutes during each monthly board meeting. Serve as an active conduit for internal board communication by giving proper notice of any meetings and timely distribution of agendas and meeting minutes. Keep track of board meeting attendance, board participation in events, and volunteer opportunities. Maintain correspondence (i.e. thank you notes) with state board members, grant recipient organizations, and other young professionals organizations.

### **At-Large (6) **\*\* (3 open) \*\*****

Act as a supporting role to the vice president leading up to and during Telethon for the Young Variety panel. Act as a supporting role on the events committee leading up to and during signature events, Savor Des Moines, Sweetheart Charity Auction, Mommy & Me, and Bow Tie Ball. Serve as supporting roles to the other board members and take on special projects as needed.