



Young Variety Board Positions 2021-2022

Each Board position is a two-year term with exception to the President, Vice President and Past President

Open positions

Vice President

Attend all 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, 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. Vice President will be promoted to the President role at the end of the one-year term.

Vice President of Communications

Serve on the marketing committee and provide 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. Implement monthly activation plans for the Board, and detail how to share event information each week leading up to an event. Set up and promote quarterly supporter events on social media. Keep public relations specialist up to date on Young Variety's marketing and social media needs. Assist with special projects. Meet monthly with the public relations specialist.

At-Large (7 total - 5 open)

Act as a supporting role to the Vice President leading up to and during Telethon for the Young Variety VIP panel. Act as a supporting role on event committees leading up to and during signature events such as Savor Des Moines, Date Night and Mommy & Me. Serve as supporting roles to the other Board members and take on special projects as needed.

Filled Positions

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 Variety office and state Board members as needed. Ensure Young Variety's bylaws are upheld and promote Young Variety at all Variety events. President will be promoted to the Past President role at the end of the one-year term.

Past President

Act as a support role to the incoming President and all 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.

Vice President of Events

Spearhead the planning and execution of all Young Variety signature events (Savor Des Moines, Date Night Event and Mommy & Me) and act as a liaison with the state Board event committees. Lead and attend all Young Variety event planning meetings and organize sub-committees for all events. Report to the Young Variety Board on all event plans and results, manage and report event budgets, and work to include all Young Variety supporters interested in planning and attending fundraising events.

Vice President of Community Outreach

Coordinate with Variety staff to act as spokesperson for Young Variety on current initiatives and projects to identify growth opportunities, garner brand awareness, and engage young professionals in the community. Plan quarterly tours at grant recipient organizations, corporate lunch and learns, volunteer activities, and Young Variety networking events. Work with Variety staff to ensure supporters are aware of all Young Variety and Variety events and activities.

Filled Positions (continued)

Vice President of Philanthropy

Identify new ways for Young Variety members to become involved in philanthropy work in the community outside of Variety or Young Variety events. Work with Variety grant recipients to arrange volunteer opportunities within their organizations. Work with the Vice President of Community Outreach to coordinate quarterly tours at grant recipient organizations. Support all Variety events by recruiting volunteers as needed from the Young Variety support pool.

Secretary

Take meeting minutes during each monthly Board meeting. Serve as an active conduit for internal Board communication by providing proper notice of meetings, 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.