**SWEET PEA OFFICER: VICE PRESIDENT TIMELINE & JOB DESCRIPTION**

**On-Going:**

* Attend Executive Board meetings
* Attend Board meetings
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed
* Nominating Chair - oversee recruiting efforts including potential Board member interviews and reference checks (coordinate with Executive Director)
* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office.
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates
* Carry out duties of President if he/she is unable to do so
* Act as member of grievance committee within Sweet Pea structure and for community concerns
* Assist with Public Relations, if requested, to build year-round positive public awareness (coordinate with Public Relations Committee)
* Familiarize self with Board Meeting procedures and Sweet Pea By-Laws
* Familiarize self with Parliamentary Procedures for Board Meetings (Robert’s Rules of Order)
* Attend a “newbies” (new volunteers) orientation from time to time
* Contact Division Coordinators on a regular basis; fielding questions, offering encouragement, checking teamwork and morale
* Monitor the Sweet Pea website for accuracy and timely updates
* Act as a liaison between Board and the public

**January-April:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* If there are any remaining Board vacancies or vacancies occur, work with the Executive Director to fill

**June-July:**

* Determine & Prepare Board member identification for Festival (past options considered: Board Member ribbons added to Festival button, Passes/Lanyards, name tags).(See below for directions) Distribute with Board shirts, if ordered; otherwise, distribute with complimentary posters for the Board
* Reserve fire extinguisher rental/donation for HQ tent (Fire Suppression Systems)
* Create the HQ schedule and begin recruiting Sweet Pea personnel as volunteers to work in HQ during the Festival as trouble shooters, overseer of lost children, items lost & found in park, errand runners, etc. Limit number of people working in HQ tent to officer, money handler and 2 board members/past board members.
* Have all Sweet Pea related application forms/policies/rule sheets available at the HQ booth in the HQ binder during Festival time (coordinate with office)
* Purchase/rent any other supplies needed in HQ tent during Festival

**July-August:**

* Assist with money handling and counting week before Festival, if requested
* Familiarize self with money handling procedures to be used during Festival (coordinate with Secretary/Treasurer and Executive Director)

**August**:

* Remind volunteers of their work schedules
* Post instructions for workers in HQ
* Be one of Officers present at all times in Headquarters during Festival. Handle situations as they arise
* Help with set up and dismantling of HQ tent at Festival
* Pick up and return fire extinguisher (if necessary)
* Inventory remaining supplies before they are stored and update supply list for HQ tent after Festival
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website
* Assist with money handling and counting the day after Festival
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff

**August-September:**

* Submit all invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd

**September-October:**

* Review Executive Director’s performance for the year with Executive Board
* Decide if doing Board thankyou cards; if so, sign

**September-February:**

* Recruit volunteers to serve on Board as needed

**October-November**:

* Coordinate with Executive Director after September Board Meeting and before November Board meeting; prepare for November elections and nominations for upcoming year’s Board of Directors
* Track returning Board members and search for new Board members
* Submit nominations for next year’s slate to be voted on at November the meeting (coordinate with the office)
* Present Nominating Report - November Board Meeting (coordinate w/ Executive Director)
* Activate Performing Arts committees at the November Board meeting, giving them permission to conduct business in the name of Sweet Pea for the following year.

**Directions for Ribbons Streamers**

For officers, division coordinators & committee chairs, to designate that they are Sweet Pea officials.

Using 3 main colors for current Festival (coordinate colors with current button), buy 9-10 yards of each color in 3/8” to ½” width. Cut in 7: to 8: strips, fold together and in half one of each color and staple at fold. Approximately 50 are needed. These are to be prepared in time for delivery to individuals at the 2 Sweet Pea Board meetings in July. For those not attending the Board meetings, ribbons may be left in the Sweet Pea office and picked up by individuals prior to the beginning of the Festival. (To be placed on pin part of Festival button.)

**Hours Headquarters Tent to be Manned:**

Fri. = 3:00 p.m. - 10 p.m. (trouble shooters for Physical Arrangements)

Sat. = 8:30 a.m. - 10 p.m. (trouble shooters for Physical Arrangements)

Sun. = 9:30 a.m. - 5 p.m.

Sun. = 5:00 p.m. - done, help with tear down

**HEADQUARTERS SUPPLY INVENTORY (POST-FESTIVAL)**

**Check Trailer and Basement Inventory Lists for current HQ inventory**

**Make sure to have the following:**

* Paper towels
* Wash and dry towelettes
* Kleenex
* Wastebasket (can use boxes)
* Tylenol, aspirin
* Water cups
* General office supplies (rubber bands, paper clips, staplers, umbrellas, masking tape, pencil sharpener, scotch tape, pens, calculator, scissors, crayons and coloring books)
* First aid kit
* Bug spray
* Sunscreen

**Provided from Sweet Pea Office:**

Envelopes for checks

“Suggestion” notebooks

Box for transporting/hiding money

Tape calculator

Boxes of schedules

HQ Box of office supplies