

Vice President of + Programs Job Description



+ Mission Statement

Bringing together Remodelers, Builders, Skilled Craftsmen and related Industry Professionals to ensure quality work, encourage high standards and ethical practices within the remodeling industry. Continually strive to educate, mentor and connect remodeling specialists from all backgrounds.

+ Board of Directors Job Summary

The governing body of NARI of Silicon Valley is its Board of Directors. The Board is charged with performing the policy-making function, as well as giving strategic direction to the programs and activities of the association. As a member of the Board, a director has a fiduciary duty to the National Association of the Remodeling Industry, Silicon Valley Chapter, to act in good faith and in the best interests of the Association. **All Board Members shall serve a minimum of one term, which is defined as 2 years, except for the President.**

+ Board of Directors are responsible for:

- Basic knowledge of parliamentary procedure ([Robert's Rules of Order](#) or [Standard Code of Parliamentary Procedure](#)).
- Identifying any potential conflicts of interest for the organization including an annual review and signing of own annual conflict of interest and harassment policies.
- Knowledge of duty of care and duty of loyalty for the chapter (see annual board orientations &/or annual conflict of interest forms)
- General understanding of the [chapter's bylaws](#)
- General understanding of the [chapter's policy manual](#) especially these sections:
 - Solicitation Policy (page 4)
 - Working Atmosphere Policy (page 6)
 - Conflict of Interest (page 9)
 - Code of Ethics (page 13)
 - Board of Directors (pages 18-20)
- Reviewing board reports, committee reports, and/or other proposed action items before the meetings
- Respond to urgent action items or email board votes within the time requested by the President or Executive Director.

- Determining how the organization carries out its mission through long-term and short-term planning; additionally, evaluating the overall performance of the organization in achieving its mission.
- Adopting an annual budget and providing fiscal oversight.
- Establishing policies for the effective management of the organization.
- In partnership with the part-time Executive Director, recruit for nomination, orient, and develop new board members.
- All Board members report to the President and the Board of Directors as a whole.
- All Board members must be members (or employees of members) of the local NARI chapter in good standing.
- Attend most Chapter events, Holiday Gala, etc.
- Hiring and evaluating the performance of the executive director.

+ **Benefits from serving on the Board of Directors**

1. Improve team leadership qualities.
2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.
6. Gain visibility and build relationships with chapter members, industry professionals, speakers, sponsors, and event hosts throughout Silicon Valley and the Bay Area.
7. Develop event planning, project management, public speaking, and leadership skills through the coordination of chapter programs and special events.
8. Help shape memorable educational programs, networking opportunities, and annual events that directly impact the member experience.
9. Leave a lasting legacy by helping create repeatable processes, resources, and traditions that support future chapter leaders and strengthen the chapter for years to come.

+ **The responsibilities of the Vice President of Programs include:**

- Ensuring that the programs/speakers for the dinner meetings are interesting, informative, educational, and support the NARI Code of Ethics.
- Introducing the speaker or lead the chapter announcements in conjunction with the President.
- Creating the annual program schedule by contacting speakers for each monthly meeting in conjunction with the Programs Committee. The goal is to have speakers and sponsor locations booked a year in advance if possible.
- Working with Executive Director to inform speakers of what, why, when and where for the monthly meetings.
- Overseeing that the Executive Director is informed on the topic name, summary, key takeaways, speaker name(s), biography(ies), and optional headshots for the meeting promotional eblasts and

social media in conjunction with the Programs Chair.

- Overseeing and plan annual Picnic and annual Holiday Awards Gala, coordinating with committees and Executive Director.
- Writing thank you emails to speakers after their presentation.
- Evaluating the success of the programs and canvas members periodically to find out areas of interest for future programs in conjunction with the Programs Committee and the Executive Director.
- If no committee exists, then the Vice President will need to take on the tasks of the committee. See the Committee job description.***
- Reporting to Board monthly on status of chapter monthly programs in the chapter, coordinating with Executive Director.
- Ensuring that this position and committee are organized as is necessary to insure a smooth transition for the successor.**
- Collaborate with Programs Committee members to develop engaging educational programs, networking opportunities, and special events that support member interests and chapter goals.
- Foster creativity and innovation in chapter programming while maintaining consistency with NARI's mission, values, and Code of Ethics.
- Support the development and documentation of planning timelines, procedures, and best practices to assist future committee leaders and ensure continuity from year to year.
- Encourage member participation and volunteer involvement in Programs Committee activities, including monthly meetings, special events, the META Awards Gala, and other chapter initiatives.
- Other duties as prescribed by the Board.

Programs that can also be divided into sub-committees to be more effective in its responsibilities: **see descriptions below.**

+ The qualifications of the Vice President of Programs include:

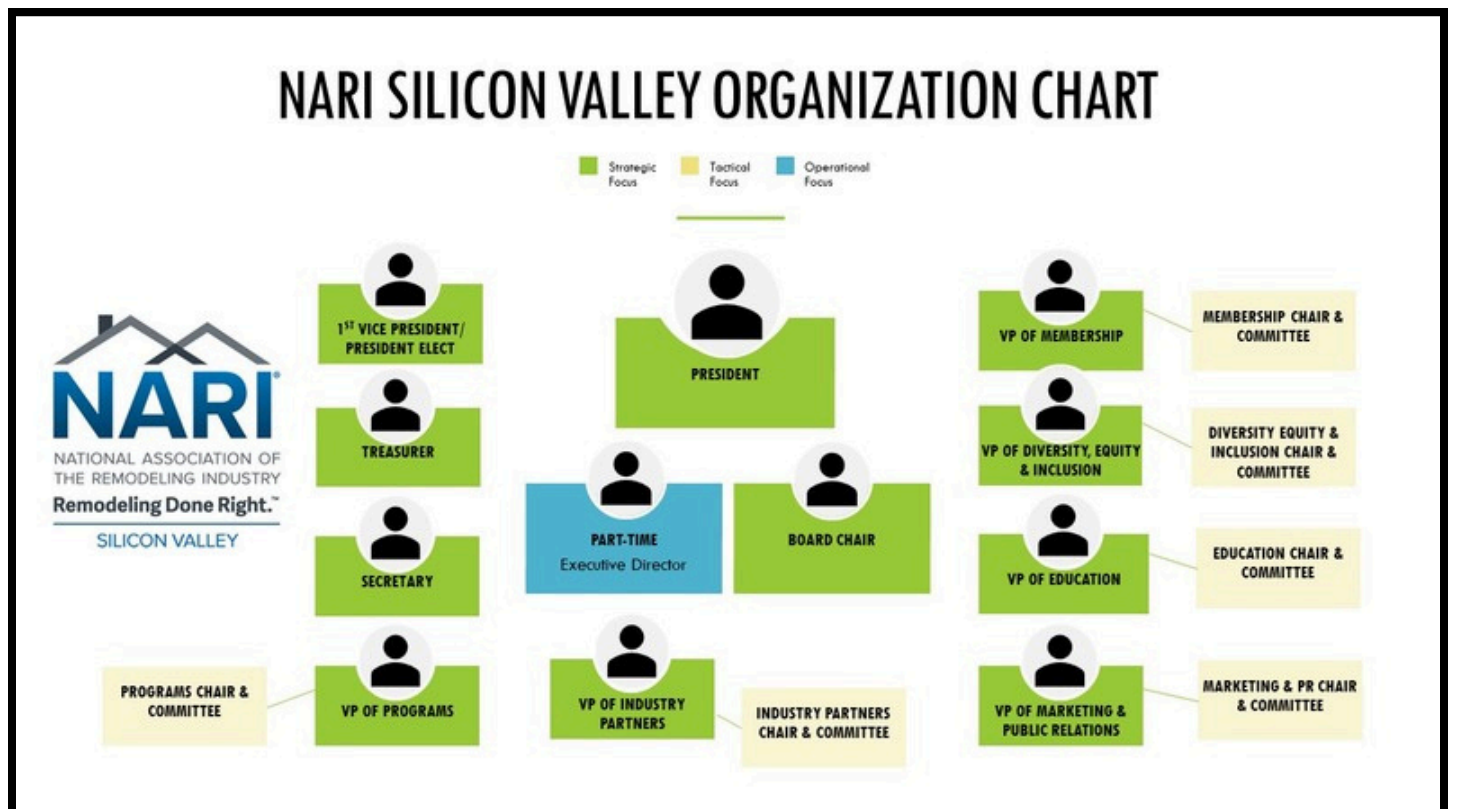
- Ability to be self-motivated, take initiative, and use of available resources to be fully trained in the position within 6 months of the start date (e.g. visit local & National websites for information, use of own or NARISV provided planning documents, and ask questions of other board members & Executive Director).
- Having served on the Board or on a Committee during current year and/or must have attended 50% of Board meetings during current year.
- A strong desire to promote the chapter by scheduling educational and interesting programs.
- Be comfortable and organized when communicating with potential speakers via phone, email, and in-person conversations.
- Ability to plan in advance and to provide balanced programming which addresses the needs of various members.

+ The financial and resources development expectations:

- Outreach and encourage registration of members and guests for chapter events.
- Recruit event sponsors if possible.
- Identify and assist in the cultivation of new/renewing members.

+ Time Demands (approximate)

Time Commitment	Details
1.5-2 hours a month	Attend Board meetings; must attend at least 9 Board Meetings per year.
3 hours a month	Attend Chapter Meeting (usually right after Board mtg); must attend 50% of Board meetings during current year.
1-2 times a year	All Board members are required to attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter



+ Programs Sub-Committees:

Monthly Chapter Meetings Committee

- Find monthly meeting host(s) and venue, provide an educational topic &/or speaker if meeting host(s) unable to provide, and collaborate with the Executive Director on registration and any needed onsite meeting logistics.
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a well-organized event for all NARI members and their employees.

Meta Awards Holiday Gala Committee

- Plan, coordinate, and promote the Holiday Dinner/Meta Awards Gala. Planning typically begins in May or June for this December event. Includes getting proposals, selecting a venue, finding

sponsors, and planning the program details needed for financial and registration management by the Executive Director.

- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a fun well-organized event for all NARI members and their employees.
- Collaborate on event theme development, venue décor, atmosphere, and guest experience to create a memorable annual celebration.
- Assist with awards presentation logistics, ceremony flow, scripts, timelines, and recognition of award winners.
- Help document planning timelines, event procedures, templates, and lessons learned to create a repeatable process for future Gala committees.
- Coordinate event setup, decorations, signage, and other day-of-event logistics as needed.
- Goal is to provide a fun, professional, memorable, and well-organized event that celebrates the achievements of NARI Silicon Valley members and industry partners.

Meta Awards Committee

- Manages the annual awards competition, i.e. Meta Remodeling and Showcase Marketing Awards.
 - Planning typically begins in May or June with new awards year updates of forms, online submission portal updates, and any policy changes in conjunction with the Executive Director.
 - Respond quickly to entrants' questions during the submissions phase
- Recruit judges [**Note:** # of judges will depend on your judging needs, but 5 judges have been the historical standard]
- Process judges' scores,
- Purchase awards for Platinum, Gold, and Silver winners and organize distribution to winners at the Gala or delivery to designated place of business.
- Prepare Awards script and Detailed Agenda/Run of Show for the Gala MC and other speakers using the project details submitted by entrants, grammar changes, and enhancing/punching up the flow with bits of commentary (e.g. use of the event theme)
- In conjunction with the Executive Director, download, reduce the storage size*, and store of the entry photos for and the slideshow of winners at the Gala. [***Note:** important to reduce the size for extended storage. Each entry has 10-20 images and original file size per image can range between 5 MB-25MB+]
- Create a slideshow with selected entry images and note their award level that correlates with the Awards script
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a fun well-organized event for all NARI members and their employees.

Chopped Challenge Committee

- Manages the annual cooking competition and networking social. It has been held as a joint event with ASID Northern California. Planning typically begins in June or July with a series of planning meetings between the hosting venue and the 2 competing Associations to divide up the event tasks with the hosting venue that includes:
 - chefs' recruitment
 - impartial judges,

- team and judges' gifts
- branded aprons
- appliances training for the chefs.
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a fun well-organized event for all NARI members and their employees.

Summer Social or Picnic Committee

- Plan, promote and oversee annual social or picnic usually held in August.
- Work with the Industry Partners Committee to find sponsors to cover cost of most food and supplies.
- Reserve a venue well in advance.
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a fun well-organized event for all NARI members and their employees. This event occasionally may be open to member families.

Membership Mixer Committee (Optional)

- Work with Membership Mixer Committee to plan, coordinate and promote an annual Mixer, whose primary goal is to recruit new members.
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.