

Vice President of Programs

The Vice President of Programs is an elected member of the Parents' Club Board of Directors who is responsible for planning and implementing the Distinguished Speaker Series portion of the monthly meetings of members. The Vice President of Programs typically serves for two years.

The Vice President of Programs:

- **Selects and schedules the speakers for the Stanford Parents' Club monthly meetings during the school year.** These meetings are normally scheduled for October, November, February, March, and April.
- Identifies and schedules the speakers by early July so that the schedule of meetings for the upcoming school year can be included in communication to all Stanford parents.
- Before every meeting, prepares the meeting registrations google form, collects the responses and sends Zoom link to registrants.
- For each monthly meeting of members, the VP of Programs:
 - Helps publicize the speaker program in the newsletter and at meetings.
 - Works with the speaker prior to the meeting to assemble articles, videos, websites, etc. to include in newsletters.
 - Confirms in advance with the speaker, requests speaker permission to record the presentation, sends meeting details and links, and exchanges all necessary emergency contact

info.

- Prepares a short bio and introduces the speaker at the meeting.
- Manages the Q&A portion of the lecture.
- Thanks speaker at and after the meeting.
- Works with the club Website Manager to keep the Programs calendar up to date.
- **Prepares a VP of Programs report at the end of the year.** Files in the VP of Programs electronic records and sends them to the President Elect.

Serves on the Board of Directors. The VP of Programs attends all meetings of the Board of Directors and is a member of the Executive Committee. Reports on upcoming speakers and programs. Assists with and advises on other club activities as needed.