**Position Overview:**

The VP of Special Projects organizes fun, educational, and entertaining social networking events throughout the year. Events should stay within a set budget, and all events must be approved by the board. Special programs are announced to the members at the Monthly Luncheons and via Newsletter and WIL Website.

Monthly

1. Review monthly board minutes giving feedback re: corrections and/or changes.
2. Attend the monthly luncheon and announce upcoming events.
3. Prepare a monthly board report. (*Due at 5 p.m. on the Monday before the board meeting*)
4. Attend monthly board meeting, review other board reports prior to board meeting to be prepared for discussion and/or voting. (*3rd Thursday of every month)*
5. Special Projects Committee (recommended)
   1. Form a committee consisting of 3 or 4 WIL members to support planning and implementing special events.
   2. Chair the committee and report to the Board.
6. Manage special events including monthly mingles and member only events.
   1. Email invitation to members and past guests
   2. Create a graphic and post event and reminders on Facebook
   3. Take pictures at the event and post them to Facebook.
   4. Create & distribute Save the Dates as needed.
   5. Answer questions, collect RSVPs and fees from the members and guests for special events as needed, create a sign-in sheet to collect attendee information, track expenses and income, turning over monies to the Treasurer.
   6. Prepare a report consisting of income, expense, number of participants and other pertinent details to the Board as applicable.
   7. Communicate with caterers, hosts, businesses, instructors, etc. regarding upcoming events.
7. Compose newsletter article of upcoming events and forward it to VP of Public Relations. *(Due the 25th of every month)*

*Specific activities recommended by month:*

MAY

1. Book venue for annual event in July and the Annual Christmas party

JULY

1. Conduct the annual event hosted by WIL which is held in July instead of a monthly luncheon.
2. End of year budget to be prepared for July board retreat.
3. Plan the annual member only events seeking input from members and the Board.

***Total Time/Month: 4-6 hours (monthly meeting, board meeting & report)***