



## Young Variety Board Positions

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

Indicates an open position for 2025-2026 board year.

### **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 office and state board members as needed. Ensure Young Variety's bylaws are upheld and promote Young Variety at all Variety events. This position gets promoted to the Immediate Past President role at the end of the one-year term as President.

### **Vice President**

Attend monthly Young Variety board meetings as well as State Board meetings, when needed. Conduct board meetings in the President's absence. Serve as chair of the Young Variety VIP Panel for Telethon. Carry out special assignments as requested by the President and 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 Immediate Past President and President for specific distribution to the board. This position gets promoted to the President role at the end of the one-year term as Vice President.

### **Immediate Past President**

Act as a support role to the incoming President and 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.

### **Secretary**

Take meeting minutes during each monthly board meeting. Serve as an active conduit for internal board communication by giving proper notice of any meetings and 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.

### **Vice President of Events**

Spearhead the planning and execution of all Young Variety signature events and liaison with the State Board for their events. Lead and attend all Young Variety event planning meetings and organize a sub-committee for all events. Report to the Board on all event plans and results, manage and report event budgets, work to include all Young Variety supporters interested in planning and attending fundraising events.



### **Vice President of Community Outreach**

Work in coordination 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. Work with the Vice President of Philanthropy to help coordinate quarterly tours at grant recipient organizations. Identify opportunities for corporate lunch and learns, volunteer activities, and YV networking events. Work with Variety Staff to ensure supporters are aware of all Young Variety and Variety events and activities.

### **Vice President of Philanthropy**

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

### **At-Large**

Act as a supporting role to the Vice President leading up to and during Telethon for the Young Variety panel. Act as a supporting role on the events committee leading up to and during signature events. Serve as supporting roles to the other board members and take on special projects as needed.