

**Position: VP Elect Program/Education**

**Description:**

Serves on Board of Directors and supports the Chair of VP/ Program/ Education with all aspects of planning and implementation.

**DUTIES AND RESPONSIBILITIES:**

- Performs all functions of the VP Program/Education Chair in their absence.
- Learns all aspects and responsibilities for developing, overseeing, coordinating and producing the membership meetings and workshops.
- Handles the raffles scheduled at some membership meetings
- Begins to develop and select the next year's committee and programs.