

BCC Vice President Duties:

1. Develop list of guest speakers at the BCC Monthly Association Meetings.

ACTIONS NEEDED:

- a. Once list is approved by President/Board: Send invitations to speakers, confirm, and schedule for the coming year
- b. Follow-up with speakers via email or phone call for “reminder” of their upcoming engagement and to find out if special equipment or assistance is needed

See Sample A & B attached for sample memos* (Attachment 1)

See last year’s list of monthly guest speakers and contact information (Attachment 2)

2. Remind “Legislative Officials Staff” of their participation at the monthly meetings

ACTIONS NEEDED:

- a. Confirm current staff list is up to date. Send invitations to speakers and confirm their participation in monthly meetings.
- b. Follow-up with speakers via email or phone call for “reminder” of their upcoming engagement

See Sample C & D attached for sample memos* and contact information (Attachment 1)

3. Assist the President as needed.
4. Be part of each committee for the Gala and Holiday Baskets.

ATTACHMENT 1:

SAMPLE A: INVITATION FOR GUEST SPEAKERS AT MONTHLY BCC MEETINGS

SAMPLE B: ACCEPTANCE/CONFIRMATION LETTER FOR GUEST SPEAKERS AT MONTHLY BCC MEETINGS

SAMPLE C: INVITATION OF “OFFICIAL’S STAFF” PARTICIPATION AT MONTHLY BCC MEETINGS

SAMPLE D: REMINDER OF “OFFICIAL’S STAFF” PARTICIPATION AT MONTHLY BCC MEETINGS