

STATE VICE PRESIDENT EXPECTATIONS

- Recruitment must be completed by the entire team.
- All vice presidents should *drive* a minimum of one external extension at all times (each VP should shoot for 1 completed external extension per trimester).
- All vice presidents should issue challenges and incentives (in some cases, it must meet the approval of the president).
- All vice presidents are expected to make monthly calls to their assigned RD's, DD's and the chapters they are covering to collect all membership closeout information, as well as determine individual chapter needs. VP's are expected to personally call each of their assigned chapter presidents at least two (2) times each month.
- When visiting, make sure to ask about each chapter's renewals & new member adds and turn the information into the Executive Director via e-mail. In addition, set up a one-on-one meeting with the chapter president or officer in charge to discuss needs and/or issues.
- A minimum of two (2) chapter meeting visits are required. VP's should discuss the following information during a chapter visitation:
 - Membership – Keep it positive!
 - Challenges
 - Recognition – Chapter recognition and individual member recognition.
 - State projects and upcoming events.
- All vice presidents are expected to call the President one time per week with a review of the past week.
- Closeout – Maximize state events to accomplish closeout each month. All VP's need to come to the State Service Center at least once each trimester for closeout.
- Travel smart – do not agree to go somewhere until we know if anyone else is going; not everyone needs to be in the same place! VP's are discouraged from traveling together. Encourage VP's to travel with an RD, DD, Program Manager or chapter member.
- Communicate dates that you are unable to travel ASAP – this is the only way that we can plan to accommodate family, work, etc. for everyone.
- Attend all state functions including Access Day, Planning Session, Executive Committee meetings, General Membership meetings, state conventions, LOTS, Camp Work Weekends (1 in Spring/1 in Fall). If unable to attend, must have excused absence from President.
- Attend US Jaycees Annual Convention.
- Assist your assigned program managers:
 - Telephone calls to each program manager approximately twice a month, as needed.
 - Send e-mails and postcards for encouragement.
 - Hold program managers to a performance standard – they made a commitment also.
- Communicate - Tell the president when a telephone call or postcard to a chapter/member would make a difference.

STATE VICE PRESIDENT EXPECTATIONS (Cont)

- Submit chapter event and meeting dates to the Executive Director and the person responsible for the statewide calendar– we are only as good as the information we gather. Come home from visitations and send the information ASAP!
- Submit award nominations monthly for outstanding chapters/members/officers – you are doing the visits!
- Submit an article to each *IMPACT*.
- Submit articles to the *Monday Morning Memo* each month by the 3rd of the month.
- Attend all region meetings. Make a special connection with your assigned chapters. This connection will become imperative to pushing those chapters to excellence – membership, final blue chip, etc.
- Telephone calls, e-mails and postcards are a must.
- Encourage chapters to have a Chapter Plan of Action and submit Blue Chip.
- Begin working to find your replacement.
- Dress Code:
 - Chapter Meetings – Team shirt, black or khaki pants and nametags whenever visiting.
 - State Meetings – Friday night: Team shirt with black pants, Saturday: business professional attire, Sunday: Team shirt with black pants. Wear what you want to the dances (as long as it is non-offensive).
 - May wear nice shorts/capris with polo's when attending outdoor summer projects.
 - State T-shirts and jeans/shorts may be worn when you are helping out at projects where you may get messy.
- Appropriate Behavior – Please keep alcohol consumption to a minimum when at chapter or state projects and meetings. People are watching you at all times and analyzing your behavior. Keep it professional!

VP Signature: _____

Date: _____

CHAIRMAN OF THE BOARD EXPECTATIONS

- Work with the collegiate chapters to get them up to National US Jaycee Standards.
- Assist with all extensions (paperwork, recruiting, follow-up).
- Assist with getting closeout information, as needed (asked).
- Assist President, as needed (asked).
- Issue challenges and incentives (in some cases, it must meet the approval of the president).
- Complete a minimum of 1 visitation per trimester per assigned chapter.
- Send a weekly report to the Team on where you traveled (due every Sunday).
 - These visitations can be on the weekends or during the week.
 - Travel smart – Do not agree to go somewhere until we know if anyone else is going; not everyone needs to be in the same place.
- Communicate dates that you are unable to travel ASAP – this is the only way that we can plan to accommodate family, work, etc. for everyone.
- Attend all state functions including Access Day, Planning Session, Executive Committee meetings, General Membership meetings, state meetings, LOTS, Camp Work Weekends (1 in Spring/1 in Fall), etc. (Must have excused absence from President).
- Attend National Convention.
- Submit an article to each *IMPACT*.
- Submit articles to the *Monday Morning Memo* each month by the 3rd of the month.
- Dress Code:
 - Chapter Meetings – Long-sleeved Team shirt, black dress pants and nametags whenever visiting.
 - State Meetings – Friday night: Long-sleeved Team shirt with black pants, Saturday: business professional attire, Sunday: Team Polo shirts with black pants. Wear what you want to the dances (as long as it is non-offensive).
 - May wear nice shorts/capris with polo's when attending outdoor summer projects.
 - State T-shirts and jeans/shorts may be worn when you are helping out at projects where you may get messy.
- Appropriate Behavior – Please keep alcohol consumption to a minimum when at chapter or state projects and meetings. People are watching you at all times and analyzing your behavior. Keep it professional!

COB Signature: _____

Date: _____

DISTRICT DIRECTOR & REGION DIRECTOR EXPECTATIONS

- Attend all Region and State Meetings to promote assigned program – must have an excused absence from President if unable to attend.
- Dress Code:
 - Chapter Meetings – Long-sleeved Team shirt, black dress pants and nametags whenever visiting.
 - State Meetings – Friday night: Long-sleeved Team shirt with black pants, Saturday: business professional attire, Sunday: Team Polo shirts with black pants. Wear what you want to the dances (as long as it is non-offensive).
 - May wear nice shorts/capris with polo's when attending outdoor summer projects.
 - State T-shirts and jeans/shorts may be worn when you are helping out at projects where you may get messy.
- Appropriate Behavior – Please keep alcohol consumption to a minimum when at chapter or state projects and meetings. People are watching you at all times and analyzing your behavior. Keep it professional!

DISTRICT DIRECTOR – Additional Expectations

- Complete and submit District Director Blue Chip.
- Attend Local Officer Training School and any other training sessions designated for DD's throughout the year.
- Attend all state functions including Access Day, Planning Session, Executive Committee meetings, General Membership meetings, state conventions, LOTS, Camp Work Weekends (1 in Spring/1 in Fall). If unable to attend, must have excused absence from President.
- Attend US Jaycees Annual Convention.
- Submit an article for each *IMPACT*.
- Attend all region meetings within your region.
- Visit each chapter approximately once a month.
- Work on a new chapter extension.
- Be available and complete telephone calls on each close out night.
- Issue challenges or incentives.
- Bring your district to growth on a monthly basis.
- Send chapter meeting & event calendar updates to Executive Director and person responsible for the calendar.
- Promote all state projects/programs – you are the liaison between the state and local chapters.
- Communication – telephone calls, postcards, etc. – both with your chapters and the state organization.

REGION DIRECTOR – Additional Expectations

- Complete & submit Region Director Blue Chip.
- Attend Local Officer Training School and any other training sessions designated for RD's throughout the year.
- Attend all state functions including Access Day, Planning Session, Executive Committee meetings, General Membership meetings, state conventions, LOTS, Camp Work Weekends (1 in Spring/1 in Fall). If unable to attend, must have excused absence from President.
- Attend US Jaycees Annual Convention.
- Conduct a region meeting each trimester.
- Submit an article for each *IMPACT*.
- Visit each chapter twice within each trimester.
- Work on an extension in each district.
- Be available and complete telephone calls on each close out night.
- Issue challenges or incentives.
- Send chapter meeting and events calendar updates to Executive Director.
- Bring your region to growth on a monthly basis.
- Promote all state projects/programs – you are the liaison between the state and local chapters.
- Communication – telephone calls, postcards, etc. – both with your chapters and the state organization.
- Conduct a region meeting each trimester.

RD / DD Signature: _____

Date: _____

PROGRAM MANAGER EXPECTATIONS

- Complete the first seven (7) questions of the Chairman's Planning Guide (CPG) within 30 days of being appointed. Send a copy to the President and Executive Director.
- Complete the evaluation portion of the CPG within 30 days of completion of the program. Send a copy to the President and Executive Director. If applicable, work with the Executive Director in preparing the final CPG for national judging.
- Attend all state functions including Access Day, Planning Session, Executive Committee meetings, General Membership meetings, state conventions, LOTS, Camp Work Weekends (1 in Spring/1 in Fall) to promote assigned program. If unable to attend, must have excused absence from President.
- Attend all region meetings to promote assigned program, unless excused by the State President.
- Complete a minimum of 20 visitations each trimester, with at least 5 visitations being made outside the program manager's home region.
- Fill in on other travel as needed, including recruitment, with the executive team.
- Submit *IMPACT* articles quarterly by the posted deadlines.
- Submit *Monday Morning Memo* articles monthly, as needed (due the 3rd day of each month).
- Submit weekly reports to assigned Vice President. Submit monthly reports to President and Executive Director, including visitation summary, chapter evaluations, program status and recommendations.
- Dress Code:
 - Chapter Meetings – Long-sleeved Team shirt, black dress pants and nametags whenever visiting.
 - State Meetings – Friday night: Long-sleeved Team shirt with black pants, Saturday: business professional attire, Sunday: Team Polo shirts with black pants. Wear what you want to the dances (as long as it is non-offensive).
 - May wear nice shorts/capris with polo's when attending outdoor summer projects.
 - State T-shirts and jeans/shorts may be worn when you are helping out at projects where you may get messy.
- Appropriate Behavior – Please keep alcohol consumption to a minimum when at chapter or state projects and meetings. People are watching you at all times and analyzing your behavior. Keep it professional!

ACCESS DAY AT THE FAIR PROGRAM MANAGER – Additional Expectations

- Work with Executive Director to coordinate all aspects of Access Day at the Fair (parking, tables, seating, lunch, entertainment, invitations, t-shirts, name tags, registration forms, manpower)
- Announce date of project as soon as possible
- Solicit monetary donations and manpower commitments from the chapters.
- Send information to the chapters including directions, parking, time of arrival, etc.
- Sell t-shirts and run other fundraisers at state meetings or other events to raise money for the project.
- Work with Executive Director on setting budget before any expenditures are made.

- Prepare at least two (2) press releases for statewide distribution and submit to the Executive Director by the agreed deadlines.

IMPACT EDITOR – Additional Expectations

- Responsible for coordinating the publication, circulation and management of the state newspaper.
- Responsible for publishing deadlines, promoting and verifying submission to the POC program manager.
- Send written communication to every chapter, Executive Committee member and program manager at least two weeks prior to each submission deadline.
- Proofread and edit submitted articles.

ON-TO PROGRAM MANAGER – Additional Expectations

- Announce dates of convention as soon as possible
- Send written communication to every chapter, Executive Committee member and program manager as information becomes available.
- Attend National Convention.
- Coordinate all ON-TO merchandise and fundraising efforts to support the program (I,e, T-shirts, pins, etc). Receive approval on all merchandise prior to ordering from the State President and Executive Director.
- Coordinate financing and disbursements of such with the Executive Director. Money raised through the program will determine the amount of program incentives provided.
- Coordinate hospitality, registrations, room reservations, newsletter, dress, etc.
- Review all expenditures with the Executive Director

OUTSTANDING YOUNG MISSOURIANS/FARMER AWARDS (OYM / OYF) PROGRAM MANAGER – Additional Expectations

- Solicit nominations from local chapters.
- Distribute nomination forms to Executive Committee, chapters and other program managers.
- Work with Executive Director to acquire out-of-state judges and to order awards.
- Coordinate with Executive Director to notify winners, non-winners, and the chapters that submitted a nominee.
- Create script for video program.
- Review all expenditures with the Executive Director.

PARADE OF CHAPTERS PROGRAM MANAGER – Additional Expectations

- Promote chapter participation in the POC program.
- Reconcile POC packets received from chapters and compile points.
- Submit POC rankings with point totals to the Executive Director by the required deadlines.
- Submit a list of winners for publication in *IMPACT* and the *Monday Morning Memo*.

PUBLIC RELATIONS PROGRAM MANAGER – Additional Expectations

- Educate chapters on how to get out press releases effectively.
- Coordinate press releases for the Missouri Jaycees as needed.
- Send out at least one press release per month promoting the organization.

WONDERLAND CAMP PROGRAM MANAGER – Additional Expectations

- Educate chapters about Wonderland Camp & provide promotional materials.
- Solicit monetary and material donations from the chapters.
- Announce dates of Camp Work Weekends as soon as possible.
- Run fundraisers at state meetings or other events.
- Travel to all Wonderland Camp projects or arrange for someone to attend in your place.
- Be an active member and attend all meetings of the Wonderland Camp Foundation Board.
- Attend all meetings of the Missouri Jaycees Foundation to give a status report. Obtain approval and budget authorization for incentive program. Order and distribute incentives at year-end.
- Coordinate all aspects of all Wonderland Camp Work Weekends.
- Prepare at least two (2) press releases for statewide distribution and submit to the Public Relations Program Manager by the agreed deadlines.

PM Signature: _____

Date: _____