

Gillies Job Description

Title: **Vice President**

Reports to: Gillies President

Revised January 2021

[Blue indicates changes during 2021-2022 due to museum shutdown](#)

Requirements: Must have adequate home internet connection to communicate digitally including sending and receiving emails with attachments, facilitating and joining Zoom meetings, and creating and sharing Word and Excel documents.

The Vice President will also coordinate and facilitate digital and virtual communications. The responsibilities would include but are not limited to Volgistics, Gillies web site, Zoom meetings, and IT Committee.

Purpose: To coordinate the membership admissions process, to monitor the Interns, to update and coordinate the publication of the *Handbook/Directory* and the *Gillies Manual*.

Responsibilities:

1. Maintains a list of Prospective Interns and mails information about upcoming events.
[Suspended](#)
2. Corresponds with the next year's Prospective Interns. [Suspended](#)
3. Plans a spring open house (Newcomer's Coffee) for Prospective Interns. Prepares materials necessary for Prospective Interns to sign up for interview times during the summer. Coordinates with the Hospitality Committee for refreshments and set up for the Newcomer's Coffee. [Suspended](#)
4. Coordinates with the Gillies President times and dates for interviews with Prospective Interns. Prepares all paperwork necessary for interviews and has it available at the Newcomer's Coffee. [Suspended](#)
5. Plans a fall coffee (Kick-Off Coffee) for those accepted into the Gillies Intern Class before training begins. Coordinates with the Hospitality Committee re refreshments and set-up.
[Suspended](#)
6. Collects Gillies dues and fall luncheon fees from the Interns at the Kick-Off Coffee.
[Suspended](#)
7. Attends all Intern training sessions, and assists Intern Education Chair. [Suspended](#)
8. Helps Interns find volunteer areas and monitors their museum service hours. [Suspended](#)
9. In conjunction with the Secretary and IT Chair, updates, prepares and arranges for printing of the annual *Handbook/Directory* and distributes it at the September General Membership meeting.

[These are now on the Gillies website.](#)

10. Purchases *Handbook/Directory* covers and binders as needed for new Intern class.
[Suspended](#)
11. Attends all Executive Committee, Board, General Membership, and Gilcrease Forum meetings. Prepares a brief report of VP activities for Executive, Education and Board meetings.
[Education Committee has been suspended.](#)
12. Attends all Gillies Education Committee meetings. If there are problems to discuss, requests the President-Elect place item on Agenda and submits brief report about the concern. [Suspended](#)
13. Submits news articles to the Newsletter Chair by the 15th of each month as needed.
[Submits information to Newsletter Chair for *Friday Footprints* as needed.](#)
14. Maintains a comprehensive notebook of schedules, procedures, and activities for the guidance of the succeeding Vice President.
15. Prepares and submits via email an annual report in triplicate to the President-Elect.
[Suspended](#)
16. Performs additional duties as assigned by the President.
17. Coordinates with the Intern Education Chair to make sure that all Interns are entering their hours in Volgistics every day. [Suspended](#)

Time Commitment: 100 administrative museum hours and participation in the volunteer programs.

Updated: April 2020