

PCMG First Vice President (1st VP) – Job Description

General Summary

The First VP serves as advisor, mentor, and supporter to all project chairs. In addition, the 1st VP acts as the primary liaison between project chairs and the Executive Board. Overseeing annual chair selection, project chairs training and trainee assignments to projects are key duties. Overall, this officer ensures stability, communication and continuity across all PCMG projects.

Specific Duties

Project Leadership & Oversight

- Maintain regular communication with project chairs; check in monthly for updates or needs.
- Attend PEST visits; follow up with project chairs afterward.
- Work required volunteer hours at assigned project.
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Project Chair Management

- Confirm all project chairs/co-chairs each January; report changes.
- Solicit chair/co-chair names for the following year (deadline: Nov. 15).
- Provide project chair role descriptions to assist in recruitment.
- Submit updated chair lists to record-keeping and website chairs.
- Recognize project chairs throughout the year and at the October general meeting.
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Training & Orientation

- Plan and conduct annual project chair training/orientation.
- Ensure chairs maintain project contact lists.
- Follow up post-orientation to answer questions and relay recommendations.
- Attend new trainee training sessions (Oct/Nov).
- Coordinate project recruitment materials
- Email project chairs in September to determine New member needs.
- Collect and track project requests, mentor assignments, and updated photos.
- Update the Projects PowerPoint for trainee presentations.
- Assign trainees to projects; notify chairs and mentors.
- Provide Extension Agent with trainee assignments and information.
- Distribute project assignments to trainees on final training day.
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Communication & Reporting

- Submit monthly PCMG Projects Report to the Executive Board.
- Send project chairs summaries of monthly board meetings.
- Coordinate project-related information flow between chairs and the board.
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Executive Support

- Serve as backup for the President at Executive Board and general meetings.
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Position Overview

The 1st VP ensures the health and continuity of PCMG projects by supporting project leadership, facilitating communication, and managing the annual trainee placement process.