



Vice President of External Relations (formerly known as 1st VP) Position Description

Basics

- Selection Process: Elected
- Executive Committee? Yes
- Voting Rights? Yes
- Estimated Time Commitment: 10 hours/month
- Core Responsibilities:
 - Take over Presidential responsibilities if needed
 - Represent DCPBK favorably to external groups
 - Proactively conduct outreach to foster valuable relationships
 - Coordinate annual DCPBK board attendance at local PBK induction ceremonies
 - Build and maintain strong relationships within PBK (chapters, South Atlantic District, associations, National)
 - Build and maintain strong partnerships with external, like-minded organizations for mutual benefit
 - Assist VP Membership Experience as requested
 - Chair at least 1 committee and/or support at least 2 committees
- Administrative Email: vpchapterrelations@dcpbk.org

Responsibilities:

Abide by the [Board Member Code of Conduct](#)

- Additional expectations of the VPCR:
 - **Be prepared to take over Presidential responsibilities if needed**
 - **Make every effort to attend board meetings** – Inform President & Secretary ASAP in writing if unable to attend (and email updates to board@dcpbk.org)
 - **If you are running late, provide advance notice ASAP to President and Secretary**
 - Resignations:
 - Please give at least one months' advance written notice and send to President with VPCR and Secretary cc'd
 - Help President and Secretary interview candidates to fill your



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vacancy

- Provide a thorough Zoom training to your replacement, help them coordinate necessary website and email access with President, Secretary & Membership/Webmaster

Record-keeping

- Keep updated records of appropriate contacts for each of the following groups, based off the [PBK Association Contacts](#) spreadsheet

Chapter Relations

- Take the lead in representing DCPBK to local academic PBK chapters throughout the DMV area
 - Build lasting relationships with points of contact
 - Open the door to further collaboration, including:
 - Invitations to Visiting Scholars Events
 - Invitations to PBK Induction Ceremonies
 - Use of university facilities for DCPBK events
 - Jointly hosted events for both chapter and association members
 - Coordinate annual DCPBK board member attendance at local chapters' PBK induction ceremonies
 - Receive list of local chapter contacts from National PBK at the beginning of each year
 - Upon receipt of list, contact each chapter by email NO LATER THAN [Feb 21, 2024 12:00 AM](#) to ask if they would like DCPBK board member attendance at their PBK induction ceremonies with attached [Induction Letter](#) to distribute to new inductees
 - Request the following details:
 - Date & Time
 - Expected length
 - Format - dinner/short ceremony/speech/etc.
 - Max number of board members allowed
 - Preference around who attends? title, name, background, alumni, etc.



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- Requested board member activities (speech, reading names, passing out papers, etc.)
- Specific location (building & room number), address
- Parking details
- Anything else we should know?
- Conduct 2nd round of outreach with chapters that have not responded NO LATER THAN Mar 15, 2024 12:00 AM
- Conduct 3rd round of outreach with chapters that have not responded NO LATER THAN Apr 1, 2024 12:00 AM

District Relations

- Take the lead in representing DCPBK to other PBK alumni associations within the South Atlantic District, including:
 - Florida
 - Georgia
 - Maryland
 - North Carolina
 - South Carolina
 - Virginia,
 - and West Virginia
 - Build lasting relationships with points of contact
 - Open the door to further collaboration, including:
 - Invitations to their members to attend our events
 - Invitations to our members to attend their events
 - Jointly hosted events for members of both associations

Association Relations

- Take the lead in representing DCPBK to other PBK alumni associations
 - Build lasting relationships with points of contact
 - Open the door to further collaboration, including:
 - Invitations to their members to attend our events
 - Invitations to our members to attend their events



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- Jointly hosted events for members of both associations

National PBK

- Take the lead in representing DCPBK to National PBK
 - Build lasting relationships with points of contact
 - Open the door to further collaboration
 - Maintain updated and comprehensive records of appropriate contacts
 - Ensure DCPBK events are posted to National PBK website
 - Regularly check National PBK website for upcoming events to circulate to DCPBK membership
 - Stay up to date on Visiting Scholars, Key Connections, Triennial Council Meetings (every 3 years), and other critical connections with National PBK

External Relations

- Take the lead in representing DCPBK to external groups and individuals
 - Build lasting relationships with points of contact
 - Open the door to further collaboration and partnerships for mutual benefit
 - Maintain updated and comprehensive records of appropriate contacts