

## AWCCA VICE PRESIDENT DUTIES

### Monthly Dinner Meeting Speakers:

- Secure speakers for monthly dinner meetings in September, October, November, January, March and April (no speakers needed in December [Holiday Party], February [Seminar] or May [Fred Brick Rehabilitant of the Year Awards]).
- Write to each speaker in advance of the meeting date in order to confirm their attendance and topic, and to obtain a CV or bio to be used for their introduction at the meeting. Also, determine if they have special audio/visual needs (i.e., PowerPoint projector, screen, etc.).
- Notify hotel of monthly meal selection and, of any special audio/visual needs.
- Complete monthly meeting flyer and e-mail to webmaster to distribute to the e-mail database.
- E-mail speaker information as received in order to update AWCCA website to reflect upcoming programs
- Send thank-you letter to speakers after their meeting presentation.

### Insurance:

- In advance of the expiration of the organization's Commercial General Liability Policy and Director's and Officer's (D & O) policies (every September), secure competing quotes for each coverage line and present quotes to the Executive Committee for review and decision.
- Complete insurance applications as needed and advise Treasurer to issue checks for the agreed-upon premiums.
- Note: Current agents are:

#### **D & O Coverage**

Suzi Spidell  
Southwest Bonding & Insurance  
PH: 602-375-5200  
FAX 602-375-5357  
[SSpidell@swbondins.net](mailto:SSpidell@swbondins.net)

#### **GL Coverage**

Matt Davis  
Small Business Accounts  
Compass Insurance, Inc.  
Phoenix Division  
2002 E. Osborn Road  
Phoenix, AZ 85016  
PH: 602-977-3643  
FAX: 602-977-3443  
[Matt.Davis@compassinsurance.com](mailto:Matt.Davis@compassinsurance.com)

**Examiner:**

- Write and/or secure and edit articles from guest contributors for each quarterly issue.
- Draft e-mail solicitations for distribution to the e-mail database in order to solicit advertising.
- Update and maintain a current ad rate card on the AWCCA website. Rate card should include single and multi-issue ad rates for business card, quarter-page, half-page and full-page ads. Rate card should be revised after each issue to reflect reduced multi-issue ad rates.
- Forward all ad sign-up information to AWCCA Treasurer to ensure proper vendor billing.
- Proofread all articles after initial proofs are received. Make corrections as needed.
- Once all articles and ads have been obtained from all contributors, forward all information electronically to design/layout vendor (currently Charise or Jantzen Moser at Desert Reproductions: 602-266-9926, [jantzen@fastq.com](mailto:jantzen@fastq.com)). Specify which story is to be on the front page.
- Obtain draft proof of newsletter from design/layout vendor. Double check all ads in proof against ads that were transmitted to ensure none were omitted.
- Approve publication once all revisions have been finalized and, forward pdf to AWCCA Webmaster to distribute to all parties in the database and, to post in pdf format on the website.
- Forward vendor information and logos (if provided) to AWCCA Webmaster to post on the website "Sponsors" tab. Request that Webmaster remove sponsors who are no longer AWCCA advertisers.

**Website:**

- Monitor website to ensure that all information is accurate with respect to AWCCA Executive Committee members, membership information and pricing and, the upcoming events calendar. Ask that Webmaster move items (such as the Holiday Party, Spring Seminar, etc.) from the "Upcoming Events" section to the "Past Events" section once events have taken place.