



## **Job description for the position of Vice-President (Executive)**

### **During the year:**

- Maintain NCB Facebook page(s) and Instagram (#natocharitybazaarbrussels /connected with the vice-president account) and update them
- Preside over any meetings in the President's stead as necessary
- Participate in meetings together with the president to be known as the proxy
- Ensure ASBL yearly paperwork is complete and submitted on time
- Responsible for the NCB-office room
- Responsible for any logistic affairs
- Work closely together with the NCB-secretary & President (invitations to meetings and emails to board and members)
- Assist all other non-executive board members as necessary
- Review content on webpage periodically and coordinate necessary updates, changes or corrections with web manager and president
- Prepare all name tags for:
  - board members
  - honorary members
  - sponsors and patrons
- Prepare the Board- and General Assembly Meetings including the needed paperwork and control that all slides and certificates for the GAM are correct and complete
- Prepare a present, if a boardmember is leaving/ prepare a present and a bunch of flowers, if the President or the Vice-President are leaving
- Prepare and coordinate all printing stuff for the NCB together with graphics
- Check if all NCB-paperwork and material is complete for the next year

### **During – and up to – the Bazaar:**

- Assist Sponsor and Bazaar coordinators with negotiations as necessary
- Meet with NATO officials (DeputySecGen) and responsables (ARAMARK, IFM, Electricians, Fire-Brigade, NOS, etc) to arrange the bazaar together with the president
- Prepare and coordinate all Bazaar promotional materials (posters, Trifold, Sponsors posters, Floor Plans...) with graphics. Prepare and coordinate all printing materials for the bazaar
- Prepare and coordinate the VIP-Coffee – Saturday at the Bazaar
- Prepare the Country folders for Bazaar Weekend with all instructions
- Make the “Walk Through” with the President and the VVIP after the opening ceremony
- Maintain a vigilant eye on events, stands, etc. at the bazaar to ensure everything goes smoothly, and in order to solve any problems as (or prior to) they arise
- Coordinate the cleaning and help the other Board Members check the cleaned up stands from the nations



## After the Bazaar:

- Review all event and bazaar photos to approve before posting on facebook and/or webpage
- Make first hand selection of all pictures taken during the Bazaar Weekend and Donation Ceremony
- After Sales preparation and booking of the spaces in the public square, if requested (Maybe already reserving them - as one event - together with the bazaar)
- Have old tombola tickets bagged to be shredded or burned
- Prepare and coordinate the “Thank you wines” hand out
- Do the hand out of the “Thank you wines” together with president and Bazaar-Coordinator. Ask the stakeholders before how many bottles they need for their sections. The left-over-wines, should be given to other helpful people (prep./ during/after the bazaar) - **BUT NOT TO THE BOARD MEMBERS!**

## Next:

- Preparations for the lessons learned BM
- Preparations for the first GAM of the following year
- Help update statutes, internal regulations, funding applications, if needed (if yes, minimum 3 BM are needed)
- Prepare “Farewell and Welcome Dinner”
- Plan the following bazaar year (BMs, GAMs, Bake Sales, etc.) with President & Bazaar Coordinator

**Skills/knowledge required:** PowerPoint, Word, Excel, MailChimp (or similar), FB & Instagram