

**Greater Tampa Bay Area Council  
Venturing Officers Association  
Position Descriptions**

**President**

- Works closely with GTBAC VOA Advisors and the Territory Venturing President.
- Appoints Vice Presidents and program leads as needed.
- Represents the GTBAC VOA at territory meetings, council and district events.
- Coordinates activities with the Vice Presidents.
- Guides and enables council crews as requested.
- Leads regular meetings of the VOA.
- Tracks all goals and activities and provides regular progress reports to the Territory VOA President and Council leadership.

**Vice President of Program**

- Guides and enables activity chairs and the planning of activities and events.
- Facilitates training events of the VOA.
- Contributes innovative ideas for the successful operation of the VOA.

**Vice President of Communications**

- Works with other officers and Venturers to conduct communications activities.
- Familiar with the use of social media such as Instagram, Facebook, GroupMe, etc.
- Ensures that the VOA website is updated regularly including calendars, articles, etc.
- Performs any other duties as assigned by the president

**Vice President of Administration**

- Along with the VOA, implements recruiting programs to increase GTBAC Venturing membership.
- Conducts the GTBAC VOA officer selection process.
- Promotes Venturing Leadership Awards and coordinates the selection process
- Keeps records of the VOA.
- Takes notes at VOA meetings.