

1st Vice President Job Description

John Noack, 5/20/2024

From the CBL:

- 1. The First Vice President shall preside in the absence of the President and shall be prepared to assume the presidency immediately if needed.*
- 2. The First Vice President will act as the society's liaison with the manufacturers of model kits and associated products and services*
- 3. The First Vice President will provide timely information regarding manufacturers and their products to the Membership.*
- 4. The First Vice President will provide administration of the IPMS/USA Reviewer Corps in accordance with the Operating Parameters of that group. He shall also maintain the Operating Parameters of that group and make them available to the Membership via the IPMS/USA website.*

From the operational perspective:

1. Create and maintain relationships with industry partners: a large part of this task involves obtaining information and, when possible, reviewing samples of new products hitting the market. I coordinate daily with the members of the Reviewers Corps', currently numbering about 90 IPMS members, but of whom 50 or so are active. When review products are received, the selection of who gets the product largely falls on the Shipping Coordinator (who is indispensable to the success of the 1st VP). Chasing late reviews is a large part of this task. Distributing completed (and proofed) reviews to the members of the Review Posting team falls on the 1st VP. A recent initiative by our Webmaster to allow qualified reviewers to self-publish takes a load off of that team, but we still average 10-15 reviews per week, which can take 5-6 hours of computer time weekly.
2. Recruiting new reviewers (and infrequently) and removing reviewers who can't or won't follow the Review Guidelines is infrequent but does happen.
3. The 1st VP gets VERY busy before and at the National Convention and Contest. This is the annual opportunity to meet face-to-face with many of the modeling industry folks (from large "name" companies to individuals). A lot of time is spent building and maintaining those relationships at the Nats. It also allows personal contact with Reviewers Corps members who attend. Several social functions at the show are the responsibility of the 1VP:
 1. Industry Appreciation Dinner: An evening event to thank our industry friends who work with us on new product releases and to entice other industry folks to participate - this involves securing a venue at or near the convention site, inviting the appropriate industry folks (along with a subset of the Exec Board) to attend, hosting the event, and following up with attendees.
 2. Reviewers Corps' get-together: A smaller and informal gathering of reviewers who attend the convention. Select a time and date, secure a venue, update those who

attend on activities, distribute any new review products received at the convention, Q&A, etc.

- Business Meeting: Prepare and deliver information relevant to the attendees.
- Arranging display space for completed review kits at the show.

4. Executive Board duties: Plan 3-4 hours per week with various tasks associated with being an E-Board member. Having supported several Presidents, some lean heavily on the IVP to act as a sounding board and consigliere, and some don't.

The above tasks require that the 1st VP brings various skills and traits to the role. Among these:

- Strong verbal and written/electronic communication skills
- Familiarity with the various applications used in the role: Word, Excel, Wild Apricot, Dropbox, Zoom, etc.
- Liaison with a variety of industry members from many countries and backgrounds
- Social skills, including the ability to host industry events and interact on a regular basis with members, Board and Staff personnel, and reviewers.