VLGMA Deputies, Assistants and Others (DAO)
Roles and Responsibilities

Second Vice President with one-year term beginning 7/1 and ending 6/30
Roles and Responsibilities:
- Collaborates with CNC Chair, CEC Chair and the Locality Planning Chair/s to coordinate DAO meetings twice a year (usually April and September/October)
- Reviews financial statements
- Works with Locality Planning Chairs to determine whether to invite students to attend for free and if so from which colleges
- Attends DAO meetings – participates on agenda – as VLGMA Executive Board representative

Civic Engagement Committee (CEC) Chair
Roles and Responsibilities:
- Works with Second Vice President, CNC Chair, and Locality Planning Chairs to coordinate DAO meetings twice a year
- Attends DAO meetings participating on program as it relates to membership expansion:
    o Share information regarding CEC
    o Provide information to Staff for continued update of DAO's statewide meetings locations map
- Coordinates with Locality Planning Chair to secure links to the respective presentations and submit them to Staff for posting on the VLGMA website's DAO's page

Communications & Networking Committee (CNC) Chair
Roles and Responsibilities:
- Works with Second Vice President. CEC Chair, and Locality Planning Chairs to coordinate DAO meetings twice a year
- Attends DAO meetings participating on program as it relates to membership expansion:
    o Identify ICMA/VLGMA members and non-members
    o Share information regarding VLGMA and Committee opportunities
    o Take pictures of the group/s to accompany the post DAO meeting's VLGMA's eNewsletter
- Monitor eNewsletter to ensure DAO's meeting locations map is updated, along with the respective presentation links

Locality Planning Chairs – Volunteers to host one of the two annual meetings
Roles and Responsibilities:
- Create meeting schedule – Staff supplies past schedules
- Invite and confirm speakers/sessions
- Plan lunch and secure catering
- Set registration fee to cover costs with the goal to be affordable (usually $20-25)
- Drafts outreach messaging, registration letter, eNews pre-post articles - Staff supplies past examples
- Works with Second Vice President to determine whether to invite students to attend for free and if so from which colleges

- Arrange lodging for attendees (if necessary)
- Arrange social events in locality (if desired)
- Take pictures at the DAO meetings for post meeting eNews article

Staff - Currently Molly Harlow with UVA's Weldon Cooper Center for Public Service
Roles and Responsibilities:
- Sends DAO notices (membership and colleges) on behalf of Locality Planning Chairs
- Updates VLGMA DAO Website
- Repository for DAO materials
- Meeting financial records
- Provides nametags (includes blanks) and roster for meeting attendees – mailed to locality planning chair 1 week before meeting
- Meeting logistics
  - Materials preparation and distribution
  - Registration
  - Finances – pay bills (catering or reimburse locality)

Notes:
- Speakers lunches should be covered by registration fees

Timelines:
- Date for next meeting is chosen at previous meeting or as soon as locality host is identified (for example the September/October date is chosen at the conclusion of the April meeting)
- Save the date is sent by May 1 for fall meeting and by January 1 for Spring meeting – message from locality planning chair sent to Molly several days before (Molly will remind)
- Registration opens 2 months before meeting with invitation letter and draft agenda due several days before (Molly will remind)
- Registration closes 2 weeks before meeting and Molly sends meeting count for catering, etc. Further updates (cancellations and additions) are sent to locality planning chair as received
- Name tags and roster are mailed by Molly to locality planning chair 1 week prior to meeting