

Job Description

VP of Membership

The VP of Membership introduces prospective and new members to the broad spectrum of activities events and Committees offered by the Club and actively assists new members in finding Committees and activities that match their interests. The VP of Membership also answers questions regarding membership requirements and serves as the Club's key continuity person(s) in charge of managing membership data.

Specifically, the duties of the VP of Membership include:

1. Second Monday @ 5:30 pm – Board Meeting

Report on membership demographics, including statistics on new members, third-year members, graduating members, and current issues relevant to membership.

2. Second Monday @ 7 pm – Prospective New Members Orientation Meeting

Welcome prospective members, introduce them to membership requirements and benefits, and discuss the Club's Bylaws and Policies and Procedures. Update and print out copies of the New Member Orientation Handout to place on chairs. Assist, where appropriate, with online membership applications and dues payments.

3. Attend the Following

- Second Tuesday - Cheers
- Second Sunday - Nice to Meet You
- Third Sunday - Newbie Wine & Cheese

4. End-of-First-Year, End-of-Second-Year and Graduation Letters Sent Out

Emails are automatically sent out to members whose 2-year memberships are ending and to third-year members who are graduating. Emails for the second-year members include the requirements for qualification for a third year of membership along with instructions to complete the third-year extension application on-line. If needed, assist member with the extension application.

5. As Needed

- a) Monitor Newbie bios to ensure that they are not promoting a business. Also check for/encourage a profile photo.
- b) Answer via email or phone any questions regarding membership through the website portal, direct email, or telephone.
- c) Correct the renewal date to one year from the extension eligible date, and not the date of payment, for those paying for a third-year extension.

6. January and July

Include Committee and Board participation information in member profiles.