MEMBERSHIP VICE PRESIDENT

The responsibilities of the Membership Vice President are:

1. Recruits and chairs the Membership Team to assist with membership responsibilities.
2. Develops and coordinates the membership recruitment strategy.
3. Plans and chairs the September membership event with Hospitality.
4. Plans and chairs the new members Wine and Whine event with Wine and Whine chair.
5. Plans and chairs other new member events and orientations with Leadership Development.
6. Manages membership renewals, follows up with members who do not renew, and works toward a high level of retention.
7. Encourages usage of social media to recruit and retain members.
8. Makes annual updates to online membership forms and website pages.
9. Manages incoming dues for new and renewing members and provides CFO/Treasurer with branch dues summary.
10. Updates branch member information on national database (Community Hub).
11. Sends new member interest group preferences to Interest Group Coordinator.
12. Provides new members with written welcome greeting and ensures that new members receive regular email contacts.
13. Requests photo (headshot) from new members and submits photo and contact information to branch web manager for online directory.
14. Writes newsletter articles focusing on membership and new members.
15. Attends branch events to provide AAUW information to prospective members.
16. Attends monthly board meetings and provides a report.
17. Serves on the Program Planning Committee or designates a committee member to attend.
18. Serves on the Budget Committee and develops the budget for branch membership activities.
19. Presides at board meetings and branch events in the absence of the President, President-Elect, and Program Vice President.
20. Performs other duties as requested by the President or Board of Directors.
21. Maintains an Experience Binder or e-file that includes resource material, notes, timelines, decisions, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.