



JOB DESCRIPTION

Vice President - Membership

The responsibilities of the Vice President of Membership are:

- Increase member involvement
 - Increase networking opportunities
 - Develop post event analytics to ascertain viability of programs and events
 - Work with volunteer coordinator to engage members, see that membership materials feature volunteer opportunities
- Staff membership table at all events
- Develop outreach program to all members at larger agencies
- Work with volunteer coordinator to engage members through increased volunteer opportunities on committees, programs and events
- Provide clear member discounts to all programs and events
- Improve member identification with club
 - Membership cards, mail membership cards to all new members along with welcome letter
 - Promote member discounts through AAF
- Attend all programs and events to promote membership in the club
- Gather the committees work throughout the year to include in the Club Achievement books that are compiled in January and February. Use existing CA Books as a template and as a playbook and planning guide throughout the year
- Prepare a monthly written report. Committee VP's are expected to attend the monthly Board of Directors meetings. If unable to attend the board meeting please arrange for someone to sit in your place and give the report
 - Provide report to the Director of Operations 1 week prior to monthly board meeting