

**First Vice President - Membership
Executive Board Position
2017-2018**

Summary

The First Vice President-Membership presides over Club meetings when the President is absent and coordinates all activities related to ANC membership. These activities include monitoring new online memberships, maintaining member contact data in Excel, preparing and presenting membership reports, and attending Club events for new and potential members.

Position Requirements

- Knowledge of Excel or willing to learn a spreadsheet software
- Medium level computer skills
- Adequate time to attend Club events and manage membership activities

Responsibilities

Coordinate all Club activities related to membership.

Preside at board meetings and other functions when the President is absent.

Learn administrative functions for the Club's website.

Enter online membership information for members who need computer assistance.

Respond to membership questions or concerns.

Prepare monthly report summarizing totals for new, renewing, and current members.

Send monthly membership report to Welcome Mat editor for publication of new members' names and addresses.

Present monthly membership report at board meetings.

Send list of addresses to Welcome Mat printing company each month for members who wish to receive mailed copies of the Welcome Mat.

Record monthly membership updates for the upcoming online membership directory.

Attend Club events for new and potential members.

Reminders

All expenses must be submitted and reimbursed by treasurer before the end of fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are expected to provide training for their positions when the incoming board takes office.