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

**Revised December 2023**

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

# Maintain contact information for the Board of Directors[[1]](#footnote-1)

* 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 renewal email reminders for 3 months after renewal is due. In third month, remind that they will be deleted from membership list.
* Record monthly membership updates for the upcoming online membership directory. Attend Club events for new and potential members.
* Send a Welcome Letter to all New Members.
* Send out a special Come as our Guest invite to all new members first luncheon.
* Send renewal email reminders for 3 months after renewal is due. In third month, remind that they will be deleted from membership list.
* 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.

1. [↑](#footnote-ref-1)