

VICE-PRESIDENT - MEMBERSHIP DIRECTOR

Executive Board Position

Summary:

The Vice President-Membership Director 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.

Coordinate all Club activities related to membership.

Act as custodian of Member name tags, the Club microphone and other meeting related items and provide such items for Member meetings and events as requested.

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.

Present monthly membership report at board meetings.

Send renewal email reminders for 3 months after renewal is due. In the 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.

Coordinate and follow up with prospective members when they sign up for Try an Event.

Send a Welcome Letter to all New Members and submit a brief article to the weekly newsletter to introduce new members.

Reminders:

All Board members:

- Must submit all expenses for reimbursement by the Treasurer before the end of ANC's fiscal year.
- Are expected to attend board meetings, usually on the first Wednesday morning of the month.
- Are expected to provide training for their positions when the incoming board takes office.
- Should respond ASAP to all inquiries from other members, potential members and Board members.
- Should periodically post information on the Club website and weekly newsletter pertinent to the position.