2nd Vice President Membership Job Description

*revised May 2019*

The Vice President of Membership shall be chairman of the Membership Committee. The Committee is responsible for all membership issues and shall include the following:

VP Education, Member Correspondent, Handbook Editor, Orientation Chairman, Placement Chairman, Hours Chairman, and Social Committee Chairman.

VP Membership shall be responsible for the following:

Recording volunteer hours, maintaining a personnel file on each member and recommending Board action on changes in membership classification. She shall participate in perspective new member coffees, and new member orientation. She is a member of the Shining Star selection committee the August following her term.

She is a member of the Executive Committee and reports to the President Elect.

Required Skills:

* Effective business communication skills (i.e. written and oral)
* Advanced computer skills (i.e. Word, Excel)

Training:

* Attend Board training
* Follow Assistance League of Indianapolis Policies and Standing Rules
* Be familiar with the Standardization of Assistance League of Indianapolis Written Material and follow its guidelines for preparation of written materials and oral presentations

Specific duties:

* Attend all Board, Executive, and regular meetings. Inform President in advance to be on the agendas.
* Write articles for Assistance League of Indianapolis newsletter and present reports to both the Board and membership as needed.
* In March, send out Dues Notices and include a copy of the annually reviewed policies: Conflict of Interest, Code of Ethics, Whistle Blower, and Donor Privacy Policies.

\*Include the following statement in the annual Dues Notice: If a member wishes her donation to remain anonymous, it is her responsibility to make a request in writing to the Donor Recorder.

For new members:

* Work closely with the VP Education and Orientation Chairman to arrange and implement Orientations.
* Collect dues from new members at the end of Orientation and turn these monies over to the Treasurer. Present Assistance League of Indianapolis handbook to new members AFTER dues are paid. Work closely with Placement Chairman, for follow up.
* Provide the President, Treasurer, VP Education, Handbook Chairman, National Assistance League Website Chairman, Chapter Newsletter Editor, Donor Recorder, Computer Data and Document Chairman, Hours Recorder, Phone Committee Chairman, a list of new members and their information for the handbook and national Assistance League.
* Direct handbook Chairman to create insert with new member information.
* Have each member complete the Skills and Interest Survey and a Getting to Know You form (including where they are from, their children’s ages, their past experiences, and who invited them into membership).
* Individually introduce new class members at next regular meeting, in collaboration with the Orientation Chairman. Arrange to have new members sit together, or be specific about where they should sit.

Have frequent contact with and lead the following in their positions, lending advice, encouragement, and help as needed.

* Orientation Chairman
* Hours Recorder
* Placement Chairman
* Member Correspondent
* Social Chairman
* VP Education

Have at least two Membership Committee meetings per year and invite President Elect and two members at large. Take minutes, or delegate recording of minutes,

Approve and sign expense vouchers for the Hours Recorder, Placement Chairman, and the Member Correspondent, and Meeting Services Chairman. (The Social Chairman cannot use Assistance League of Indianapolis funds for social events…these functions are paid for by the members that attend. If funds are needed, prior to the event, the voucher is to be signed by the Membership chair.) Any funds left over after a Social event shall be turned over to the chapter treasurer to go into the general fund.

Work with committee members to devise ways for member appreciation.

The Vice President of Membership will supply the Computer Data and Document Chairman with a definitive and master list of members. The Treasurer, Vice President of Membership, and the Data and Document Chairman will work together on this in the spring and summer to prepare a membership list of those members who have paid dues. (This list and updated lists, as a new member joins, is given to the National Website Coordinator to forward to the National Assistance League office.)

The position of Chapter Administrator has been assigned to the V.P. of Membership by the National Board. These duties are part of the new management system: called Chapter Hub. It is the system where our chapter will access and manage the chapter’s membership database. It is viewed by the national office. Any changes made in the database will be updated in the national database in real time.

The login name is:

alindianapolis@assistanceleague.org.

password:

A copy of the written documentation on Chapter Hub is included in the V.P. Membership procedure handbook.