

## MEMBERSHIP VICE-PRESIDENTS

### **Purpose:**

- Provide membership information to prospective members
- Encourage activities for new and returning members
- Foster sense of community among membership
- Keep local and National records that co-ordinate with treasurer

### **Principal Duties:**

#### Members:

- Welcome members and introduce guests at monthly meetings
- Reply promptly to inquiries, sending information, membership forms, and newsletters
- Plan and host events that help integrate new members into the branch
- Write articles for monthly newsletter
- Maintain member activity list

#### Logistics:

- Attend monthly board and general meetings.
- Keep membership records and members' contact information up to date.
- Work with treasurer to record dues and inform National of members and contact information. (Due Feb. 1 and July 1)
- Keep the name badges updated.
- Distribute yearbooks.