

VICE PRESIDENT MEMBERSHIP

POSITION DESCRIPTION

The Vice President Membership is elected by the National Board in accordance with the National Constitution and Bylaws and is responsible to the National President and the Executive Board for implementing and administering membership programs.

Authority

As an elected National Officer, the Vice President Membership has such authority to perform as is set forth in the National Constitution and Bylaws.

Duties and Responsibilities

The following specific duties and responsibilities are delegated to the Vice President Membership. This list is not intended to be inclusive.

1. Promote the growth of membership and chapters.
2. Counsel and assist the region and chapter officers and members regarding membership activities.
3. Promote membership growth programs and general and special membership activities.
4. Direct and resolve membership questions or differences.
5. Actively develop new chapters and review new chapter charters.
6. Update the Chapter Toolkit made available via the member website

Performance Schedule

1. Primary focal for the Chapter Mentoring Program Responsibilities include:
 - a. Notify the Region director of membership of the declining chapter identified by the National Office (identification process detailed below)
 - b. Evaluate the findings and action plan submitted by the Region and forward the results to the National Executive VP and President.
 - c. Communicate monthly with the Region staff to determine progress made and ask if additional support from National Office is required.
2. The National Office Interactions

VP's Responsibility	National Office's Responsibility
Initiates membership drives: Determines prizes, dates, and structure of program Coordinates with National Office on publicizing membership drives	Administration and communication of the program Supports the NPMA membership drives as required

Initiates letter automatically sent to the dropped members	Produce and distribute e-mail letters
Present new chapter charters at NES	Submit new chapter charters to VP for review and produce chapter charters and charter membership certificates for appropriate signatures and distribute accordingly
Pulls appropriate reports from membership database to monitor drops in chapter/region membership	Assist with reports, and send appropriate communication notices to chapter/region
Initiates new membership promotional materials	Production of promotional materials

3. National Office General Responsibilities

- a. Maintain membership database
- b. Distribute Membership cards during 1st week of month following paid date
- c. Issue monthly dues invoicing by US Mail 90 days prior to renewal date
- d. Dropped members receive an email letter requesting they reconsider continuing their membership
- e. Send list of dropped members to the VP-Membership
- f. Chapter presidents receive a monthly package that includes
 - List of 'unreachable' members who need to update their contact info in the database
 - New Member Certificates and pins
 - Quarterly dues checks
 - Letters to the chapter president requesting they verify the chapter national delegates to ensure that roll call runs smoothly at the National Board of Delegates Meeting.

4. Transition with National Office

- a. Provide three samples of your signature on white paper with a fine tip black marker, for scanning into computer.
- b. Rewrite form letters mentioned above, available during transition meeting.