

## Vice President of Membership

### Position Description

The Vice President of Membership recruits members to serve on the Membership Committee to manage the overall membership function, make follow-up contact with new and prospective members, and ensure member satisfaction

### Essential Duties and Responsibilities

- Lead Committee members to identify ways to increase membership.
- Recruit volunteers to serve as greeters for each meeting to welcome attendees and assist with registration.
- Supervise registration table and all related activities.
- Assist efforts to develop and conduct annual member survey. Also lead in analyzing results and establishing goals associated with member satisfaction and Chapter growth.
- Maintain Chapter database. Provide Board with various member reports.
- Act as liaison with National to reconcile membership issues.
- Confirm contact information with members at least annually.
- Encourage and promote joint membership.
- Partner with Vice President of Programs to oversee prospective member use of Meeting Guest Pass.
- Present new members with New Member Packet and other identified welcome efforts (e.g., welcome email). Contact new members to welcome them to the chapter, provide information about the chapter, and highlight volunteer opportunities.
- Oversee ad hoc membership outreach efforts.
- Attend and participate in Board meetings and chapter meetings. Participate in other chapter events, committee meetings, and regional conferences as available.

### Qualifications

- Strong marketing and public relations skills.
- National member of ATD and a member in good standing of the Midlands ATD Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.

- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize and evaluate activities required by position.
- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position (e.g., Word, Excel, PPT, email, etc.). Some positions (e.g., Vice President of Finance, Vice President of Membership) also require use of other specific software.