

Vice President of Membership

Reports to: ___President and Board of Directors

Prerequisites:

1. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.

Job Description:

1. Responsible for member recruitment, retention benefits and services.
2. Responsible for managing and updating letters of welcome to the new members.
3. Keep membership listings current, this includes mailing list and monitoring the roster listings.
4. Coordinate with International Membership regarding International membership programs and policies.
5. Carry out official duties as requested by the President or the Board of Directors.

Committees:

Membership Coordinators
"How to Get Involved" City Center events

Responsibilities:

1. Provide City Center Directors with recruiting materials such as IIDA brochures. Maintain the Chapter Directory, and coordinate the publication of the roster with VP of Communication.
2. Prepare new member packets.
3. Maintain and manage the constant contact Database.
4. Notify International of membership address changes.
5. Supply Board with membership breakdown on a monthly basis - current and archived membership lists will be maintained on the Google Drive.
6. Supervise City Center Membership Coordinators.
 - A. In conjunction with the City Center Coordinator, recruit dependable and enthusiastic Membership Coordinators.
 - B. Assist Membership Coordinators in learning to effectively implement their responsibilities.
 - C. Responsible for the Membership Coordinators receiving all relevant materials from International; new member approvals, dropped members, address changes, etc.
 - D. Forward to Membership Coordinators approved member names, including Industry Members and all other information needed to keep the roster updated.
 - E. Host Monthly Calls with the Membership Coordinators.
7. Manage and maintain all regular correspondence letters to be sent out via VP of Membership and/or membership coordinators.
8. Recommend City Center Coordinator/Leader introduce new members at the City Center monthly programs and to the City Center Board. New members are to be informed of Code of Conduct.
9. Attend as many City Center membership initiatives and events as possible.
10. Administer sales of mailing list according to Chapter Policy.
11. Increase public awareness of the profession and of the organization.
12. Represent the Chapter at professional events.
13. Attend City Center & Committee events as often as possible.
14. Prepare the annual budget for VP of Membership and submit at the determined date by the Chapter President.
15. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
16. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.

Chapter Board Position Description

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17. Maintain open communication with IIDA Headquarters and City Center Committee members as required.
 18. Prepare updates for monthly conference call and quarterly retreats; prepare Annual Report of activities for the Board retreat (July).
 19. Two year commitment with the following time requirements:
 - A. Monthly chapter conference calls (60 minutes), generally first Wednesday of every month.
 - B. Attendance at strategic planning annual chapter retreat (4 days), generally Thursday - Sunday the third week in July.
 - C. Attendance and participation at three quarterly chapter meetings per year (2 days), generally from 3PM Friday to 4PM Saturday;
 - D. Host monthly committee meetings with all five city centers, generally one conference call per month (30 - 60 minutes) and time necessary time to support position.

Benefits:

1. Interaction with other members and industry leaders.
2. Recognized for leadership and contributions by all members of the Association.