

**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 the oversight and logistics of the New Member Welcome program - including updating member lists, and coordinating distribution through the city center committees.
3. Keep membership listings current, this includes mailing list and monitoring the roster listings.
4. Coordinate with international HQ team regarding international membership programs and policies.
5. Carry out official duties as requested by the President or the Board of Directors.
6. Attend virtual QCC quarterly meetings with other Chapters VP of Membership.

**Committees:**

Membership Coordinators  
Better for Business CEU  
Get Connected City Center events

**Responsibilities:**

1. Provide City Center Directors and Membership Coordinators with recruiting materials, including IIDA brochures and Better for Business resources.
2. Maintain the Chapter Directory and coordinate roster publication with the VP of Communications.
3. Ensure new members are added to Chapter e-blasts through the OHKY IIDA website.
4. Lead the Spring and Fall Virtual New Member Coffee events.
5. Review and update all new member communications, including packets, postcards, and email templates.
6. Maintain Better for Business CEU accreditation through updates and reapplications.
7. Deliver monthly membership reports and maintain archived lists on Google Drive.
8. Recruit, supervise, and support City Center Membership Coordinators in collaboration with City Center Directors.
9. Ensure Membership Coordinators receive all relevant updates from IIDA Headquarters, such as new approvals, dropped members, and contact changes.
10. Provide training and ongoing guidance to Membership Coordinators.
11. Host monthly calls with Membership Coordinators for alignment and communication.
12. Manage all membership-related correspondence for the VP of Membership and Coordinators.
13. Coordinate membership spotlights with the VP of PR and City Center Coordinators.
14. Encourage City Center leaders to introduce new members at monthly programs and share the Code of Conduct.
15. Attend and support City Center membership initiatives and events when possible.
16. Represent the Chapter at professional events to promote public awareness of the profession and the organization.
17. Prepare and submit the annual Membership budget by the deadline set by the Chapter President.
18. Maintain organized records and materials, including Google Drive folders, for a smooth transition to the next VP.
19. Maintain open communication with IIDA Headquarters, City Center Directors, and Committee members.

20. Adhere to all IIDA Ohio Kentucky Chapter Policies and Procedures.
21. Two year commitment with the following time requirements:
  - A. Monthly chapter conference calls (60 minutes), generally the first Tuesday 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 to support the position

**Benefits:**

1. Interaction with other members and industry leaders.
2. Recognized for leadership and contributions by all members of the Association.
3. Building a network across two states as well as across the International Association.