



Vice President Position Description and Responsibilities

The Vice-President serves as Membership Chairperson and succeeds to the President-elect. The Vice-President serves on the budget committee and conference committee.

Membership

Most work is done the first 3-5 months of the year. Duties include:

1. Revising the membership document for the current year *(30 min)*
2. Emailing past year members with the newest renewal. *(10 min)*
 - a. Send this out no later than January 20th
 - b. Send information to the webmaster to place on the website
3. Recommended to recruit 2-4 members to help on a committee to seek out new members and/or connect with members who haven't renewed. *(3-5 hours)*
4. Update the membership list every 1-2 weeks and have it reposted on the website *(30 min)*
5. Send checks and membership registrations to the Treasurer every 1-2 weeks *(30 min)*
6. Make updates throughout the year as new members come on and others leave

Budget Committee

Very minimal 1-2 hours total and that occurs toward the end of the fiscal year.

Board Meetings

You are asked to make every effort to attend these meetings we cover a lot of important items. Your feedback, insight and expertise are vital to us making sound decisions that impact our members.

Attend 3-4 conference call Board Meetings usually 2 hours in length.

Attend at least 2 in-person Board Meetings. Conference Board Meeting is usually 2 hours and the other is usually a 6 hour meeting.