

Vice President of Membership – One Year Term

Position Summary: The Vice President of Membership is an elected position and voting member of the Board. The VP Membership is responsible for the oversight of membership activities, providing guidance and resources to ensure the Chapter's membership goals and obligations are met and related activities. This includes new member orientation, oversight of member records, communication to the Board regarding membership activities or issues and related interaction with chapter members and National ATD.

Position Responsibilities:

- Attends Chapter Board meetings and chapter events and functions.
- Develops and leads a Membership Task Force which conducts and oversees new member recruitment, orientation and retention activities.
- Reviews and updates member correspondence.
- Supports the Vice President of Finance to ensure membership database and reports are updated including new member reports, renewals, and non-renewals.
- Develops strategies around retention and non-renewal.
- Promotes the chapter website, activities, events and related opportunities to members.

Position Qualifications:

- Management/leadership skills including interpersonal and communication skills
- National ATD Membership

Time Required:

- Approximately 6-7 hours per month, including planning, meetings, member contact
- Other time commitments may be required based upon chapter needs