



CH 8029

VICE PRESIDENT MEMBER SERVICES



Key Role	Lead outreach efforts to members and potential members. Lead and support volunteer management efforts.
Positions Overseen	<ul style="list-style-type: none"> ▪ Director, Membership ▪ Director, Volunteers
Responsibilities	<ul style="list-style-type: none"> ▪ Follow Chapter bylaws, policies and procedures. Strive to fulfill the Chapter’s mission, values, and strategic plans. ▪ Ensure an ongoing and healthy succession planning process across the areas covered by the position. ▪ Work with the VP of Finance to examine operations and expenses. Participate in budget development. ▪ Ensure that the strategic issues and plans identified by the Board remain a primary focus throughout the year. ▪ Recruit and retain members. Promote the value proposition of chapter membership. ▪ Lead, develop and communicate a volunteer management strategy, which includes: <ul style="list-style-type: none"> ○ Recruit and source volunteers for functional areas ○ Volunteer recognition ▪ Lead, develop and communicate a membership strategy that includes: <ul style="list-style-type: none"> ○ Recruitment of new members ○ New member orientation and welcome calls ○ Membership meetings (Sip and Taste functions, etc) ○ Outreach to targeted groups as determined by the Board ○ Meet financial goals for membership. <p>Assume other duties, including special projects as needed by the President and Board.</p>
Qualifications	<ul style="list-style-type: none"> ▪ Elected by membership vote. ▪ Maintain active Chapter and National ASTD membership as required by Chapter bylaws and National ASTD. ▪ Maintain email account and have Internet access to Chapter web site.
Term of Office	One year
Time Commitment	2 to 4 hours per week. This includes: events, meetings, retreats, conferences and the above responsibilities.

