

## Vice President of Membership

### Job Description



<b>Purpose:</b>	Along with Board and Membership Committee members, strengthen and expand the chapter's membership, while creating opportunities to interact within the membership and the chapter's Business Partner community.				
<b>Term of Service:</b>	Two years (April 1 – March 31).				
<b>Status:</b>	Executive Board Member				
<b>Board Responsibilities:</b>	<p>Submit monthly activity report with any action items and supporting materials via e-mail to President and Chapter Manager as requested.</p> <p>Work with President and Board to fulfill requirements for Presidents' Award of Excellence.</p> <p>Attend and participate in monthly Board meetings</p> <p>Attend Annual Board Retreat</p> <p>Participate actively in New Member Mentoring Program</p> <p>Participate actively as a Business Partner "buddy"</p> <p>Attend a minimum of five Chapter events throughout the year</p> <p>Recruit Committee members from the Chapter membership as needed.</p> <p>Find your replacement!</p>				
<b>Responsibilities of the Position and Committee you oversee:</b>	<p>Work with Chapter Manager to provide materials to individuals interested in joining association.</p> <p>Work with PSALA Managing Editor to write an article for publication in the Chapter's bi-monthly Soundings Newsletter.</p> <p>Reviews new membership applications for eligibility and works with Chapter Manager to forward approved applications to ALA Headquarters; reaches out to ineligible applicants to provide information on decision.</p> <p>Works with Chapter Manager and Webmaster to ensure on-line Membership Directory is accurate and complete.</p> <p>Works with Chapter Manager to conduct annual membership renewal campaign.</p> <p>Works with Board and Business Partners to identify new areas of growth for the membership, and conduct events to attract those identified.</p> <p>Send President a list of new members each month.</p> <p>Creates and facilitates annual New Member Orientation event.</p>				
<b>Service Benefit:</b>	<p>National, Regional, or Specialty Conferences: \$750.00 total annual allowance toward registration, transportation and lodging expenses only.</p> <p>Chapter Leadership Institute: Up to \$1500.00 total annual allowance toward registration, travel and lodging expenses only.</p> <p>Chapter-provided allowances not used in the current chapter year will be forfeited. If unable to attend a chapter-paid conference in the current board year, the Executive Board may determine an appropriate replacement attendee from the Extended Board and/or Committee Members.</p> <p>Reimbursement requests must be submitted to the Chapter Treasurer for review and approval within sixty (60) days of the end of the Chapter's fiscal year.</p>				
<b>Committee Responsibilities:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">Chair</td> <td style="border: none;">Membership &amp; SPARK Committees</td> </tr> <tr> <td style="border: none;">Member</td> <td style="border: none;">Diversity and Inclusion, Nominating, Business Partner, Budget Committees</td> </tr> </table>	Chair	Membership & SPARK Committees	Member	Diversity and Inclusion, Nominating, Business Partner, Budget Committees
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**Board of Directors**  
**Senior Director of Membership Services Job Description**