

## **Vice President of Membership**

The Vice President of Membership manages the annual membership drive, administrates the membership spreadsheet and all related directories and lists. The VP of Membership is an elected member of the Parents' Club Board of Directors and typically serves for two years.

The Vice President of Membership:

- Enters, or oversees the entry of, membership information into the master membership records. Maintains member records throughout the year.
- Confirms new members with a welcome email.
- Encourages membership at the Welcome Reception, New Student Orientation, Family Weekend, and Admit Weekend.
- Prepares email lists for a large summer mailing to parents/guardians of alumni.
- For the Annual Meeting of members in April, creates a list of voting members with emails as of the date of record, February 1.
- Manages the mailing of proxy forms to vote for the slate of directors and oversees the election procedures.
- In March, updates the annual membership form.
- Prepares a VP of Membership report at year end. Files in the VP of Membership's electronic records and sends to the President Elect.
- Attends monthly meetings of the Board of Directors. Reports on the status of new and renewing members. Assists with and advises on other club activities as needed.