



### **Board Role Description**

**Position:** VP of Membership

**Reports To:** President

**Position Summary:** Provides executive leadership and direction associated with chapter membership strategy and engagement. Supports membership committees as defined and reports all membership committee activities to the board of directors.

#### **Specific Responsibilities:**

- Attends all board meetings/calls and reports departments activities to board
- Oversight of membership committees and activities associated with membership and reporting to the board activities, as necessary.
- Maintains a current and relevant membership strategy for the chapter membership community that incorporates retention, recruitment, and engagement.
- Oversight of membership community database to include non-members and guest attending events
- Welcomes new members and event attendees to ensure engagement in community
- Answers questions related to membership as necessary
- Supports events team with networking components of events to ensure engagement
- Provide insights to Treasurer and President on budget needs related to membership
- Recruit future board members through succession planning processes