## **BOARD MEMBER RESPONSIBILITIES**

**VICE PRESIDENT - MEMBERSHIP**

**VICE PRESIDENT - MEMBERSHIP shall:**

1. Attend all general meetings, board meetings, assigned committee meetings and special meetings of SFV-CAMFT. Notify president if unable to attend.
2. Assume the duties and exercise the powers of President in the absence of President, Past President, President Elect, and VP Programs when so designated by the President of the Board.
3. Coordinate and manage the following membership tasks included but not limited to:
* Answer new or potential member questions;
* Welcome new members to the chapter;
* Keep membership roster current, verifying member qualifications;
* Track annual membership renewals, assess fee for late renewal ($10 past 30 days), and suspend memberships not renewed within 90 days;
* Update renewal notices through Wild Apricot (usually in November), and follow-up with reminders for any outstanding renewals;
* Verify all chapter members have current state membership and follow up to encourage state renewal when required (exempt levels are community partner and affiliate);
* Monitor contact list on website and move outdated contacts to archive.

4. Partner with CFO, at in person chapter meetings, to process registration and payment for walk-in attendees.

5. Chair the hospitality committee and consult with the board on selection of committee members. Hospitality committee shall:

* Make arrangements at location of membership meetings for tables, food, and other logistics as needed.
* Greet members and guests at all meetings
* Plan and execute new member and/or social event annually.

6. Present a report on chapter membership at board meetings.

1. Check designated chapter email at least two times a week to keep up with all chapter correspondence.

8. Maintain and transition complete records to the incoming VP of Membership by utilizing email folders, and placing copies of chapter documents in the appropriate shared Google Drive folder, or giving to the chapter Secretary, in order to maintain historical information.

*I have read and understand the responsibilities for this position and will serve my elected term for the year \_\_\_\_\_\_\_\_\_\_\_.*

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| Print Name |  | Signature |  | Date |