

Job Description: Vice President of Membership

Dedicated to developing an active membership body, and helping ensure membership satisfaction with club activities and benefits.

Responsibilities include:

- Charged with keeping the membership list updated with the help of the Vice President Finance, so it can be used to promote the events for the AAF NEPA.
- Create, with the help of the marketing committee, a set of marketing materials for the existing and prospective members to promote the AAF NEPA.
- Work with VP of Marketing to send out e-blasts for events or communication to membership.
- Increase member involvement:
 - Increase networking opportunities
 - Develop post event analytics to ascertain viability of programs and events
- Develop outreach program to all members at larger agencies
- Improve member identification with club
 - Membership cards, mail membership cards to all new members along with welcome letter
 - Secure + promote member discounts through AAF
- Attend all programs and events to promote membership in the club
- Gather the committees work throughout the year to include in the Club Achievement books that are compiled in January and February. Use existing CA Books as a template and as a playbook and planning guide throughout the year
- Prepare a monthly written report/updates. Committee VP's are expected to attend the monthly Board of Directors meetings. If unable to attend the board meeting please arrange for someone to sit in your place and give the report
 - Provide report to the Secretary 1 week prior to monthly Board of Directors meeting.