

APICS DANBURY CHAPTER #242 – JOB DESCRIPTION – VP MEMBERSHIP

Main Duties/Responsibilities

1. Recruits and develops an effective membership committee to ensure enough resources for membership responsibilities
2. Inform Society of any changes affecting membership records (address, phone number, e-mail, company, etc)
3. Resolves issues concerning membership records, or membership processing at a member's request
4. Leads programs to promote growth in the chapter's membership, as well as membership retention
5. Greets guests and new members at all chapter functions
6. Monitors the chapter's progress monthly and provides data for the chapter awards program, newsletters and web site
7. Compiles membership statistics for chapter and District use and for Passport program
8. Issue membership certificates to the new members with cover letters
9. Issues pins with cover letters for the membership anniversary of 5, 10, 15 and 20 years
10. Document Membership Plan, policies & procedures, Strategic Plan worksheets
11. Prepares and obtains approval for an operating budget for membership activities
12. Functions as an active member of the chapter board of directors to ensure that all chapter programs are compatible with the interest of membership

Technical Requirements

1. Phone, Fax/Modem, E-mail, Internet
2. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs
3. APICS C Manual: Effective Chapter Membership Management S/N 01021
4. CBAR

Required Skill Set

1. Communication, Organization, Project Planning
2. Typing & Computer skills: Word processing, Spreadsheets, Graphs, PowerPoint, Internet downloading, Email Address Databases
3. Familiarity with APICS Body of Knowledge
4. Public Speaking & Presentation skills (TTT preferably)

Time Requirements

1. BOD meetings 1 x per month at 3 hours each 11 x per year
2. Transition meeting 1 x per year
3. District meetings - 4 weekends per year as scheduled
4. Professional Development Meetings 1x per month 5 – 8 times per year
5. 5 – 10 hours per month depending of level of chapter activity.