

## FAN JOB DESCRIPTION

### 2<sup>nd</sup> Vice President Membership

Conducts annual membership renewal campaign, maintains database of members' personal and contact information, tracks member participation at General Meetings and events, and promotes new membership initiatives.

- Annual membership renewal campaign:
  - Updates Membership Application form, asks Web Manager to upload on website, has forms available at meetings and events
  - Promotes membership renewal using **FANfare**, email, phone calls, and Activity Group Leaders as needed
  - Tracks renewals to create new database for membership
- Maintains membership database of members' personal and contact information
  - Coordinates with Directory Chairperson to create database that aligns with printer's need for Membership Directory
  - Provides Newsletter Editor with current email and home addresses for distribution of **FANfare**
- Coordinates member and guest sign in at General Meetings
  - Requests tables and space needed for members to sign in at meeting and events (from 1<sup>st</sup> VP Programs)
  - Asks volunteers to help with sign in
  - Prepares sign-in sheets and name tags
  - Reports membership participation rates
  - Answers questions regarding membership
- Promotes new member initiatives
  - Has Membership Application Forms available for guests at meetings and events
  - Provides membership directories to new members
- Plans ways to show member appreciation as needed

### Timeline / Significant Milestones

#### March

- Kicks off annual membership renewal campaign

#### July

- Has membership data file finalized by specified date to send to Directory Chair for inclusion in Membership Directory