

**Newcomers of Central Florida, Inc.**  
**Job Description of**  
**Third Vice-President – Membership**

**The Third Vice-President for Membership** is a member of the Executive Board and the Executive Committee. By-Laws information on the Executive Board is included in Article V: Executive Board. By-Laws information on the Executive Committee is included in Article VIII: Executive Committee.

**Description of duties**

(from By-Laws Article VI: Officers, Section 4)

The Third Vice-President is the Membership Chair and

- a) shall receive and retain the membership applications;
- b) shall keep an alphabetical file of all members and each month provide a list to the Board with names of all new members and removals;
- c) shall preside in the absence of the President and other Vice-Presidents.

**Description**

As Membership Chair, the Third VP is responsible for maintaining the current membership spreadsheet for the Club, contacting potential new members who communicate with the Club, updating the Executive Board each month with the current membership list, supplying New Member information to the Chatter each month, and updating and distributing the annual Membership Directory.

If needed, a Co-Chair may be appointed by the President.

The Third VP for Membership is expected to attend monthly Board Meetings and Luncheons.

**Basic Job Functions**

Before each monthly Board Meeting, email the current list of members to each member of the Executive Committee (Officers and Committee Chairs) and to appropriate Interest Group Chairs (names to be determined by the President)

Before each monthly Board meeting, send an email to the President with the current number of members and any changes in membership

On the day before each monthly Luncheon, email the “**New Member Information**” article to the Chatter Editor

This “**New Member Information**” Chatter article will include:

New member information (i.e., name, address, subdivision (if indicated), telephone, email address (if available), birthday, and indicated interest areas)

Update on existing members (e.g., new address, telephone, email address)

Birthday list

Membership count

Membership renewal information for the May and June issues, along with an article explaining the renewal process.

Respond to prospective member inquiries about the Club. Send out Membership Forms as needed

At each monthly Luncheon, introduce each new member and say something about them

Be available at each Luncheon and Welcome Social to greet new members and make them feel welcome

Control 1 of 2 Post Office keys and pick up Membership related mail on a regular basis during renewal season May - August

By the day before the April Luncheon, email a copy of the “Membership Form” to the Chatter Editor for publication in the May, June, and July issues of the Chatter. Include an article explaining the renewal process and the July 31 deadline.

By the day before the April Luncheon, email an electronic copy of the “Membership Form” to the Website Chair for posting on the Newcomers webpage

In July, convene the **Membership Directory Review Committee** to review changes for the upcoming Membership Directory.

**Membership Directory Review Committee:**

No later than the July Board Meeting, the President will request 6-8 volunteers for the “Membership Directory Review Committee.” This Committee shall

include the Chair, Co-Chair (if assigned), and 5-6 other Board member volunteers.

No later than the July Board Meeting, the Membership Chair will request updates from each non-member section of the Membership Directory (e.g., photographs of Board members, annual budget, Helping Hands, and any Board approved revisions) to be emailed to her no later than the July Luncheon date.

By August 1, the Membership Chair will finalize the updated Membership List spreadsheet using information from each Membership Form (which also serves as the Renewal Form). Using this updated Membership List information, the Membership Chair will update the draft Membership Directory electronic file.

The Membership Chair will make available electronic and print draft copies of the updated Membership Directory to the Committee, along with each Membership Form. This Committee will review and edit the draft Membership Directory, double checking each Membership Form against the draft Directory, to ensure that the draft data is accurate (e.g., spelling, telephone numbers, email addresses, etc.)

This Committee will also review and edit the non-membership data (e.g., inside the front cover information, By-Laws, Rules and Procedures, photograph captions) in the draft Directory.

Once the Committee agrees that that the draft Membership Directory is accurate, the Membership Chair will complete the editing of the Directory to ensure that it complies with the printing company specifications.

Take the revised Membership Directory to the printer as soon as possible **to be ready by the first week in September**. Check with the President as to number of Directories to be made.

When the new Directories are ready in September, distribute a new Membership Directory to each member at Luncheons, Interest Group meetings, etc. Have each member sign for the Directory, keeping a list of those who have received their Directory. Mail the remaining Directories to those members who have not received one through various functions.

At the May Board Meeting, submit a budget request to the Treasurer for the year following your term. This would include the cost of printing the Directories and supplies.

At the May Board Meeting, submit a written report to the Board summarizing the year's activities

## **Spreadsheet Information**

From the Membership Forms received from new and renewing members:

Enter all information into the Excel Spreadsheet database in the appropriate columns (e.g., first and last name, address, telephone, e-mail address, birthday, date joined, and interest groups)

Update any change in a member's data on the membership spreadsheet as needed

By the day before each Luncheon, email new member alerts to the Chatter Editor

Before each monthly Board Meeting, email the updated Membership Spreadsheet database to the Executive Committee and Special Interest Groups (as needed)

When a new year begins in June, change the font color from the previous year, alternating between black and red to keep the membership years separate

## **Requirements**

Willingness to talk with prospective members about Club activities

Willingness to introduce new members at monthly Luncheons

Computer, printer, and email account

Knowledge of Microsoft Excel and Word processing programs

*Note: This job description is not intended to be all-inclusive.*

*Position may perform other related duties as required to meet the ongoing needs of the Club.*

*Revised: January 1, 2014*