

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

- shall receive and retain the membership applications;
- 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;
- 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**.
- Welcome cards for new members: Send a Welcome Packet to each new member, including a welcome letter, the current issue of the Chatter and the 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 includes: 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.

- Coordinate with the **Hospitality Chairperson** at each monthly Luncheon to 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 an electronic copy of the “Membership Form” to the Website Chair for posting on the Newcomers webpage and 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.
- At the May Board Meeting, submit a budget request to the **Treasurer** for the year following your term (to include cost of printing the Directories, mailing supplies, envelopes, postage, etc.).
- At the May Board Meeting, submit a written report to the Board summarizing the year’s activities.
- No later than the July Board Meeting, the **Membership Chair** requests 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.
- No later than the July Board Meeting, the **President** requests 2-3 volunteers for the “Membership Directory Review Committee.” This Committee shall include the Chair, Co-Chair (if assigned), and 2-3 other Board member volunteers.
- In July, convene the **Membership Directory Review Committee** to review changes for the upcoming Membership Directory.
 - The Membership Review Committee reviews and edits 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 also reviews and edits 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 completes the editing of the Directory to ensure that it complies with the printing company specifications.
- By August 1, the Membership Chair finalizes the updated Membership List spreadsheet using information from each Membership Form (which also serves as the Renewal Form) and finalizes the draft Membership Directory electronic file.
- Membership chair verifies with the President as to number of Directories to be printed (including current members and anticipated new members for coming year) and takes final draft to the printer to be ready by the first week in September.
- 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.

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 accessibility.
- 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 7, 2026

