



AAUW West Harris County Branch

Position: VICE-PRESIDENT for MEMBERSHIP

General Duties of Membership Vice-President: (Branch Bylaws Article VI, Section 2, Part d)

The vice-president for membership is an elected administrative position. The member in this position oversees efforts to recruit, develop and sustain a diverse, active membership in the branch.

Term of Office:

Two years

Responsibilities to West Harris County Branch:

- Develop a branch membership team to help plan and implement strategies for identifying, recruiting and retaining branch members.
 - Analyze and evaluate previous membership development efforts, assesses current membership and community demographics and identify underrepresented groups to recruit for a more diverse representation of the Houston community.
 - Develop a membership development action plan with specific, measurable goals that include membership priorities from the branch's strategic plan.
- Attend meetings of Board of Directors and general membership.
 - Provide a sign-in table for members and prospective members at general meetings.
 - Provide current information fliers about AAUW.
- Organize and implement a *Membership Coffee* in August to recruit new members and re-acquaint returning members with current branch initiatives and activities.
- Orient new and renewing members to AAUW's priorities, policies & procedures and activities.
- Work with other branch officers and teams to integrate new members into branch activities and operations.
- Seek out opportunities to promote AAUW membership at branch and community events.
- Preside over branch meetings in the absence of the President and Program VP.
- Submit an annual report to the branch.

Responsibilities to AAUW Texas:

- Be knowledgeable of communications from state representatives and maintain regular contact.
- Attend State Conference if applicable.
- Submit an annual report form to the state.

Responsibilities to AAUW National:

- Be knowledgeable of AAUW initiatives and procedures for participation.
- Compile and submit reports as requested and adhere to all National membership policies.

Leadership Skills Helpful to the Position:

- Communication and organization skills.
- Knowledge of computer operations.

Other officers and members with whom this position interacts and how:

- Coordinate with the branch finance office and database manager about the processing and recording of membership applications and dues payments from both new and renewing members.

Timeline of operations/activities/responsibilities throughout the AAUW year:

- Operating calendar attached.