

Vice President of Membership

Reports to: Office of the President

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: Estimated 3 hours per week, not including board meetings/retreats & chapter events

Specific Responsibilities:

- Manage and supervise the Membership Department, including the following Board positions:
 - Director of Member Recruitment and Retention
 - Director of Member Engagement
- Oversight of the following Chapter functions:
 - Member Recruitment
 - New Member Orientation
 - Industry Trade Shows
 - Member Retention
 - Awards and Scholarship Selection
 - Volunteer Recruitment and Placement
 - Volunteer Recognition
 - Member Engagement
 - Ultimate responsibility for all chapter functions reporting to the Membership Department and its Directors.
- Oversight of budget lines related to all Membership activities.
- Create objectives related to Membership to support the chapter's Strategic Business Plan.
- In collaboration with Board's Executive Committee, plan, develop, execute and evaluate an annual chapter needs assessment. Report results to the Board of Directors.
- Work with Chapter Administrator to maintain current rosters of chapter members and volunteers.
- Collaborate with other Board members and Chapter Administrator to communicate both Chapter and MPI Global membership initiatives to members.
- Communicate strategic issues relating to membership to Board of Directors
- Make strategic decisions regarding membership.
- Educate Membership Department Directors and Committee Chairs with processes, procedures and tools to achieve committee objectives.
- The VP of Membership will serve on the Board's Executive Committee.
- Keep current with industry standards, new membership trends and ideas to enhance and improve chapter membership, satisfaction and retention.