



## Vice President for Membership

*TERM: 2 YEAR (1 ELECT, 1 PRIMARY) - ELECTED (The officer year shall run from June to June)*

### **Description:**

There shall be a VICE PRESIDENT-ELECT FOR MEMBERSHIP who shall become familiar with the work of this Association in preparation for the term as Vice President for Membership. The Vice President-Elect shall work in conjunction with the Vice President for Membership to support member recruitment and retention efforts.

There shall be a VICE PRESIDENT FOR MEMBERSHIP who shall be responsible for the Association's membership recruitment and retention efforts, keeping the membership records current, and providing the President and the Executive Board up-to-date data on membership.

All Executive Board officers shall be Regular, Honorary, Student, or Crystal Circle members of the Association during their term of office and shall be affiliated with an institution of post-secondary education in New York State for the same period. Exceptions to this affiliation requirement may be made by a simple majority of the Executive Board. Members who are employees of "for profit" organizations cannot use an Executive Board position to solicit business.

As a member of the Executive Board, each Officer is required to attend all Executive Board meetings and shall have voice and vote at all meetings.

### **General Responsibilities:**

- Demonstrate an understanding of the CSPA-NYS [mission, vision, equity and inclusion statement](#), as well as the knowledge and skills necessary to fulfill the responsibilities of the position.
- Attend all Board and applicable committee meetings.
  - The majority of Board meetings are facilitated via video conference and others are in-person which may require travel during a business day at individual (or institution) expense. Due to COVID-19, there are no in-person meetings scheduled at this time.
- Attend the CSPA-NYS Annual Conference at individual (or institution) expense.
- Be well versed in the organization's Bylaws, mission, services, and policies.
- Provide candid and constructive ideas, advice, and comments in support of Association activities.
- Nominate prospective Board members and fill vacancies as needed.
- Be a champion for and inform others about the Association and its activities.
- Serve on committees and take on special assignments.



- Participate in Association governance through election of new officers and other matters to fulfill the requirements under the articles of the organization.
- Approve expenditures according to authorized limits and guidelines.
- Stay well informed about the organization by carefully reading minutes of Board Meetings, financial statements, and other materials. Take seriously the legal, fiscal, and ethical responsibilities the Board carries.

### **Specific Tasks:**

#### ***Elect***

- Create and maintain a membership Welcome Committee as needed.
- Maintain and update recruitment documents.
- Develop and maintain a new member packet.
- Maintain a volunteer database of interested folks to tap for projects.
- Assist the Vice President for Membership with specific tasks as needed in preparation for term as Vice President for Membership.

#### ***Primary***

- Serve as the contact for all questions regarding membership; check and respond to emails on the membership gmail
- Maintain the database of membership – including alerting people if membership is expiring, updating contact information, entering new members into the database, updating renewing members; encourage members to update their information including their demographics
- Respond to requests from board members about lists – members for communications, member status for award nominees, members and non-members to target for professional development opportunities (mid-level managers, community college institute), confirming member rate for registrations for professional development opportunities, sharing lists of those “interested in getting more involved” with those who need help (elections committee, reviewing awards).
- Continue to improve and refine the membership process so it is more user-friendly.
- Assist the treasurer with reconciling payment of membership dues.
- Receiving and depositing payments made for membership, including invoicing members through PayPal and following up on payments not received from invoices. Cataloguing and saving receipts to share with Treasurer and Historian.
- Work with executive board members on outreach to other groups – for example, new grad students, New York State ACPA members, expired members, faculty.
- Continually update the membership form and ensure it is up to date in every space it is accessible.
- Develop bi-annual needs assessment - even years, as part of association-wide assessment.



- Work with Communications Committee and VP for Communications to develop strategic planning for membership recruitment.
- Manage the membership budget.
- Work with VP for Communications-Elect to develop membership marketing materials

#### Time Commitment

- Approximately 2-4 hours a week depending on volume of membership and recruitment efforts.