

Membership Vice President

1. Primary responsibility is the recruitment of new members:

- Serve as chair of the Membership Committee to solicit recruitment ideas.
- Solicit names of prospects from current members and mail membership information to them.
- Monitor AAUW voicemail and respond to requests for information from September through mid-June. Book sale chairs are responsible for the voice mail message from mid-June through the Book Sale dates. Record new message as needed.
- Be the contact person for AAUW's entry in the Ann Arbor City Directory.

2. Keep membership brochures, etc. up to date: provide brochures for Book Sale sorting, garage sale and other AAUW-sponsored events.

- Set up and staff membership information table during the annual Book Sale, and at other community events when appropriate.
- Submit bills to the Treasurer in a timely fashion.

3. Assist with the planning and coordination of the annual Membership Open House with president-elect, dues treasurer and social co-chairs.

- Prepare announcement/article for the September Bulletin.
- Publicize Open House by sending information to AAUW members-at-large and to the previous year's prospects who did not join.
- Mail invitations to the current list of prospects generated from members
- Attend Open House planning meetings
- Staff membership information table during Open House

4. Interview new members and submit the "Membership Corner" column to the Bulletin Editor each month, as appropriate. Work with the Dues Treasurer to identify members who are eligible for Honorary Life membership and publicize their stories in the Bulletin.

5. Coordinate orientation of new members with president and president-elect and other committee members of your choosing. Orientation of new members has been accomplished in the previous few years by a New Member Reception held at the City Club from 6 p.m. to 7:15 p.m. prior to the February Branch meeting.

6. Attend Branch board meetings on a regular basis and report on membership; preside at meetings in the absence of the president, president-elect and program vice-president.

7. Perform such other duties as are requested by the president or by the board of directors.

8. Assign mentors to new members:

- Obtain a list of new members from the Dues Treasurer.
- If no one volunteers to mentor a new member, call current members on the list and try to match up appropriate mentors for the new members.

- As mentors are assigned, inform the President-elect who will send letters to both the new member and the mentor informing them of their connection.
- Send a list of new members and their mentors to the Bulletin Editor each month.
- Call for a committee to plan the New Member-Mentor Reception.
- Communicate with the City Club for food requests and set-up arrangements for the Reception.

9. Receive mailings from the state and national offices and distribute the information to the appropriate officer. Review the membership material and use it to develop membership recruitment and retention activities for our local branch.

10. Determine potential expenses for Budget committee.

Skills: computer