

Chapter Vice President for Chapter Development Job Description

Creation Authority: Standard Chapter Bylaws
Operations Manual Reference: 3.1.2.1.2

Elected: Chapter election
Term: 1-year, renewable

Desired background/capability:

- Organizational skills: Previously demonstrated
- People skills: Desired
- Society tenure: 1 year minimum
- Other: Demonstrated leadership skills.

Duties:

- Oversee new member orientation sessions and member retention efforts
- Work with the district vice presidents of marketing and public relations and member services to learn about Society and district membership programs that might benefit the chapter
- Oversee development and publicizing of a yearly membership recruitment plan
- Prepare and distribute materials about the chapter to the general public at performances and community appearances
- Maintain a mailing list of interested people to invite to recruitment nights
- Follow-up on absent or inactive members
- Work with the chapter secretary to follow-up on non-renewed members
- Stay current with Society and district publications
- Attend scheduled training seminars.

Directly communicates with: Chapter Board and members as appropriate; district vice presidents for marketing and public relations and membership development; appropriate public media offices.

Mandatory Reports

Type	To	CC	Due
Budget	Chapter treasurer	Chapter president	Jan. 1, annually
Work plan	Chapter president	Chapter treasurer and secretary	Jan. 1, annually
Quarterly status	Chapter members		As required
Annual status	Chapter members		December, annually