MITALUMNI

Volunteer Job Description
Club Vice President

GENERAL DESCRIPTION:

The Vice President of Membership establishes and executes an annual membership solicitation plan for the recruitment and retention of dues-paying members.

RESPONSIBILITIES:

- Recruits and trains volunteers for the membership Committee.
- Convenes, sets agenda and presides over Membership Committee Meetings.
- Along with other Club leaders and Membership Committee, sets annual goal for dues-paying members, usually a minimum of 10% of local alumni population.
- Prepares annual membership renewal and acquisition appeal emails and forms, creates membership dues on Encompass.
- Plans for member form inclusion in other Club communications such as e-newsletter .
- Submits budget requirements for mailing and projection of income to Treasurer.
- Regularly provides the Alumni Association with lists of dues-paying members and address updates.

EXPECTED OUTCOMES AND TERM GOALS:

- Achieve a goal of the number of dues-paying members for the current fiscal year (as set by the President).
- The Membership Committee must meet at least four times annually (Set the minimum number of members).

QUALIFICATIONS:

The VP of Membership must be a current member of the Club. A general understanding of direct mail/member solicitation is preferred. Multiple alumni contacts in the area and strong networking skills are helpful.

TIME COMMITMENT:

The VP of Membership position requires a time commitment of three to five hours per week.

TRAINING AND SUPPORT:

Achieve a goal of the number of dues-paying members for the current fiscal year (as set by the President). The Membership Committee must meet at least four times annually (Set the minimum number of members).

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REPORT DATES:

The VP of Membership is expected to deliver a verbal/written membership status report at Board Meetings to be held four times a year. Should he/she be unable to attend, a written report must be submitted.

BENEFITS:
High visibility position with MIT Club. Position normally succeeds to VP of Programs or President-Elect.