

Role: VP of Membership

Role Description: The VP of Membership is a voting Board Member who is responsible for directing and coordinating chapter membership information and communicating to members regarding PDU opportunities.

Role Commitment: 2-year term, plus board member orientation prior to term

Responsibilities:

- Directs and coordinates membership functions
- Notifies Chapter membership of each Chapter event when registration is open
- Establishes, maintains, and chairs a Membership Committee, if needed, that is expressly organized to increase, maintain, and support the Chapter membership
- Works with VP of Marketing to develop and distribute recruiting materials that include information about the PMI and the Chapter goals and objectives
- Maintains a current list of PMI members in the Greater Jefferson City Area and solicits their affiliation with the Chapter
- Maintains an up-to-date record of current chapter members
- Establishes a program of follow up on prior members who have failed to renew membership or the current year as well as new members to the Chapter
- Prepares reports related to membership activities at times and occasions specified by the President
- Provides budget input, income and expense, for areas of responsibility to the VP of Financial Affairs
- Forwards membership applications to PMI for processing
- Advises the President and Board of new members
- When not an election renewal year for this role, serves as the coordinator and oversight to the Election Nominating Committee during the election cycle.
- Maintains and delivers all permanent records and performs succession and transition plan to position successor
- Works with VP of Marketing to develop and implement a plan to recognize member milestones (e.g. anniversaries and awards)
- Develops and implements a member retention program
- Answers general membership inquiries; respond to member/non-member information inquiries and other requests for assistance
- Ensures members are aware of available services
- Supports and attends board meetings, strategic planning meeting, chapter annual meeting and all possible events as a visible member of the Board.
- Replies to board member emails within 3 business days for decisions required between Board meetings.
- Builds positive and productive relationships with members and volunteers.
- Updates policy and procedure documentation as needed

Reward Opportunities:

- Earn PDUs per PMI Guidelines
- Leadership Training
- Access to Leadership Institute
- Resume Reference
- Networking