

Vice President – Member Services
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



GENERAL DESCRIPTION

The Vice President of Membership Services is the Board liaison for the following committees: Membership, Founders, Social and Sponsorship. Also provides support and assistance for general Chapter operations.

DUTIES AND RESPONSIBILITIES

GENERAL

1. Assist in recruitment of members for various committees.
2. Regularly report the status of goals and objectives and committee activities at Board meetings.
3. Maintain records, checklists and other resource information to provide for effective functioning of Board position.
4. Assist in transition of incoming Vice President – Membership.
5. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by May 30th for Annual Report.
6. Provide information related to Vice President – Membership activities to the newsletter.
7. Attend 75% of all Board meetings and Chapter educational events.
8. Assist in carrying out Board and Officer responsibilities to facilitate and promote effective Chapter operations.

SPECIFIC

1. Primary responsibility is for enhancing membership values and benefits.
2. Serve as Board liaison for the Membership, Social, Founders and Sponsorship Committees.
3. Assists in recruiting committee members to ensure membership awareness and satisfaction.
4. Participates in recruitment efforts locally and as assigned by National.
5. Assists with operations of the Chapter.
6. Attends Leadership Training Conference (LTC).
7. Performs special projects as requested.
8. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.
9. Member of the Strategic Planning Committee.

TERM One Year, elected