

# Job Description: Vice-President of Membership

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**Term:** One year

**Purpose:** To manage the overall membership function, including recruiting new members and ensuring member satisfaction.

**Reports to:** President

**Responsibilities:**

- Oversee Membership Function and Committee. Recruit, train, and lead committee members.
- Develop strategy for recruiting new members; work closely with VP Marketing to identify and reach potential members and encourage them to join the Chapter.
- Oversee the Membership Table at Chapter meetings, providing prospective members with information on the Chapter and benefits of membership.
- Welcome new members and help get them involved in the Chapter. Prepare and issue New Member packets.
- Maintain membership roster; track new, renewed, and expired membership and report to Board monthly.
- Encourage membership renewals and oversee renewal process, including interface with National ASTD renewal system.
- Administer annual membership needs assessment/satisfaction survey and report results to Board.
- Attend and participate in monthly Board meetings, committee meetings, chapter meetings and local, regional and national conferences and events as available.
- Recruit and train incoming VP Membership.
- Represent the chapter professionally and ethically in all business functions/organization events.

**Qualifications:**

1. Strong marketing and public relations skills desired.
2. Ability to build, motivate and lead a team of volunteers.
3. Ability to plan, organize and evaluate chapter activities.
4. Demonstrated communication and interpersonal skills.
5. Strong organizational, project management and problem-solving abilities.
6. ATD Local and national chapter membership.
7. Directly involved in Training and Development field.
8. Time available to attend Board meetings and Chapter functions as required by position.