

## Greater San Jose Chapter Operating Guide

**VP Membership**

*Updated 02/12/2019*

# Purpose

The purpose of this document is to provide guidance on the roles and responsibilities of the position of **VP Membership** for current and future Chapter Executive Committee members.

# Roles and Responsibilities

The VP Membership is responsible for monitoring and growing the Chapter membership. This is done by not only the technical tasks of the position but just as importantly, by developing a welcoming atmosphere for members and guest.

Three of the top key elements to success of this Executive Committee position include:

* Continually plays down egos, even when engaged in passionate discussions and decisions
* Contribute significant voluntary time and effort to make the Chapter successful
* Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

* Take the appropriate web-based training for the position of VP Membership as prescribed by Society on the ASSP website
* Attend Society Leadership Conference in October (if budgeted, this may be funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer.
* Developing strategies to increase membership by 2% per year and to present ideas for retaining members to the board.
* Deliver the membership “appeal” at the monthly meeting including at least one benefit of membership
* Encourage guests to come by informing them that they do not need to be a member to attend, but provide a New Member Welcome folder with printed information to draw their interest
* Update the monthly membership report and share results with the Executive Committee at the month Executive Committee Meetings
* Submit Monthly Membership Reports to the VP Communications for uploading to the Chapter website and inclusion in the quarterly newsletter
* Periodically visit the Chapter website to ensure the membership information is correct and complete
* Work with the Executive Committee to conduct periodic surveys to discover what members and guest like or want from the Chapter
* If unable to attend either the general or Executive Committee meeting provide the current information to an Executive Committee member who will be in attendance to share the information or perform the duties of the VP Membership
* Perform other duties as directed by the President and approved by the Executive Committee

# Procedures

The VP Membership will participate in the monthly General and Executive Committee meetings. This includes:

***Monthly General Meeting***

* + Bring copies of the Monthly Membership Report and place them on the tables for the attendees
  + Bring New Member Welcome folders (copy Professional Safety Journal, Membership applications, relevant Chapter and Society info, etc.) and share with new members and/or guests

***Monthly Executive Committee Meeting***

* Attend the monthly Executive Committee meeting to share the draft membership report and solicit new leads for potential guests and new members
* Take note of the upcoming Programs, Professional Development and other activities that may be of benefit in the activities of the VP Membership duties

***General Duties***

* Review on-line roster once per month to identify new and missing members
* Send a welcome email to new members of the Chapter with notice of a free lunch at the next monthly meeting
* Send a thank you email to those who sponsor new members

# Resources

* + Society website
  + Executive Committee
  + VP Communications

[communications@sj.assp.org](mailto:communications@sj.assp.org)

* + ASSP Greater San Jose Google Drive – VP Membership folder
  + Chapter Membership Roster
  + Chapter Membership Report Template
  + Copies of New Member Welcome folders

## **Continuous Improvement**

This document will be updated annually by the VP Membership and submitted to the Executive Committee at the annual transition meeting.