

Vice President of Membership and Hospitality ATD Upstate SC Job Description

Job Specification - to encourage growth in the membership of the Chapter by responding to potential member enquiries, by facilitating the success and the engagement of current Chapter members, by managing membership records through the Chapter's Management System (Wild Apricot), by reminding members to renew, by changing the status of members if they do not renew. Vice President of Membership also serves as an Ambassador of the Chapter at other organizational events he/she attends. VP Membership makes sure that the registration table is managed at chapter meetings and special events. Specifically, this includes monitoring the Wild Apricot event attendee list and the chapter PayPal account; printing name tags; collecting money for manual payments; and collecting business cards for drawings. Other responsibilities include arranging for the meeting venue and catering; collaborating with the Vice President of Programs and/or the Vice President of Special Events to set up the room and signage prior to each meeting; and collaborating with the Treasurer who creates the Meeting Reconciliation report for each event.

Responsibilities -

- Serves a term of one calendar year but may serve for up to 4 consecutive terms of one calendar year each term.
- Attends Board meetings as they are planned.
- Attends Programs and Special Events as they are offered.
- Directs and develops the Membership Committee.
- Works collaboratively with the Vice Presidents of Programs, Special Events, Community Relations, Professional Development, Finance, Technology and other Board members as needed.
- Recruits and develops members of the Membership Committee.
- Manages membership records through the Chapter Management System Wild Apricot.
- Identifies and facilitates the transition of the next VP of Membership.
- Participates as member of other Chapter Committees as time and interests allow.
- Complete relevant online training provided by Wild Apricot on the Event Management System
- Coordinate meeting location needs and special requests with VP of Programs, VP of Community Relations, VP of Professional Development, and the Board. For example, VP of Community Relations may have a meeting sponsor who has been promised display space.
- Coordinate meeting location needs and special requests with VP of Technology and VP of Special Events for any events held in a different location from regular scheduled chapter meetings.
- Schedule catering service and menu for each program within board-approved budget. These arrangements are to be made in advance of scheduled meetings assuming minimum orders. Catering service vendor also to be board approved. It is ok to pre-schedule catering for the entire year of programming.
- Assists in the development of a new member welcome kit to include membership cards, name tags, time to walk through the chapter website
- Assists members going through career transitions by offering resume reviews, introductions to other Chapter members who may be of assistance

- Monitor RSVPs on Wild Apricot for each program to include:
 - Ensure RSVP receipt/thanks automatic e-mail to each attendee is set up on Wild Apricot
 - Print out or arrange to have name tags printed
- Copy President and the Board on all meeting arrangement communications. Also, indicate when responses or actions or decisions are needed for the program or the event in question.
- Trouble-shoot any emergencies (for example: room not set up, catering not arriving, not enough utensils, identifying any safety hazards in the room).
 - Set up chapter signage to direct attendees to meeting room. These include:
 - Outdoor sign to be placed at UCG entrance, “Sandwich board” sign to be placed inside UCG entrance, Stand-up sign to be placed at meeting room entrance, Logo tablecloth to be placed on registration table
- Collaborate with Treasurer to manage the registration table at all chapter meetings and special events, including collecting money for manual payments and business cards for drawings. Provide any details to Treasurer who creates the Meeting Reconciliation report after each event. Break down registration table and signage after each meeting and return to chapter office.

Resources:

1. Limited administrator access to the chapter’s Wild Apricot association management system.
2. Assigned Rackspace email address: membership@upstatesc.ASTD.org
3. ASTD Chapter Leader Community
<http://old.ASTD.org/membership/ChapterLeadership>
4. ASTD Leader Connection Newsletter:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/LCN.htm>
5. ASTD Toolkits:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/Toolkits/>

Board Member Expectations and Code of Conduct:

- Be an Upstate SC ATD chapter member in good standing. It is preferable but not required that this board member also be a national ATD member.
- Attend at least four chapter events annually (excludes Board of Director meetings).
- Attend and report on respective area at each Board of Director meeting held the 2nd Tuesday of each month from 5:30 – 7:30 p.m. (complimentary light dinner included).
- Attend the annual Board of Director Planning Retreat to be held on a Saturday in January of each year from 8 a.m. to 12 noon. Date will be finalized once new board is polled for availability.
- Become familiar with and abide by Upstate SC ATD’s by-laws, policies and procedures.
- *Proactively* execute the responsibilities for the role taken on the board. Be accountable for projects not only to the other board members but also to the chapter membership.
- Create a Transition Package for successor that includes forms, budgets, processes, and recommendations.
- Serve as a fair & open clearinghouse for information, job opportunities, and professional training and vendor services to any member of Upstate SC ATD.
- Board members will not use their position to have increased access to chapter members or use their influence to direct business to a specific organization or vendor.
- Facilitate programs & events for the benefit of Upstate SC ATD
- Represent the chapter both professionally and ethically in all business functions and organizational activities.

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