



VICE PRESIDENT OF MEMBERSHIP Job Description

The Vice President of Membership is the chapter's assurance of continuing operation and the basis for continued success in serving the needs of fundraising professionals and elevating the status of the profession. The AFP Oklahoma Chapter cannot survive without members to carry on the group's role.

Role of the Membership Chair:

The Membership Chair accepts responsibility for the chapter's year-end membership statistics. His/her role is to create interest in the recruiting and retention process, develop meaningful assignments for volunteers, and devise methods that will achieve chapter membership goals.

Responsibilities of the Membership Chair:

- Recruit Membership Committee members and call and lead committee meetings;
- Study current chapter membership statistics and determine strengths and weaknesses;
- Set a goal for the number of new members to be recruited and the percentage of current members to be retained – be familiar with the chapter “incentives” program offered through AFP International and use the information when setting goals.
- Develop a recruiting and retention plan, capitalizing on strengths and shoring up weaknesses;
- Work closely with the Membership Committee when setting goals and developing the plan;
- Work closely with AFP Area Manager and the Membership Department at International Headquarters to ensure that you take advantage of all resources available to chapters;
- Work to diversify chapter membership
- Review the membership plan with Chapter Board of Directors to secure board support and determine budget allotted for recruiting and retention;
- Use the online reporting system provided by IHQ to monitor progress and resolve discrepancies in membership statistics;
- Maintain accurate membership records;
- Report on membership activity to Board of Directors at regular meetings;
- Monitor the work of volunteers to ensure timely completion of assignments;
- Recognize volunteers for their efforts;
- Develop a membership “stewardship” plan in order to keep new members and maintain the satisfaction of existing members;

- Work with committee and IHQ to develop a membership promotional piece that can be sent to potential members;
- Attend board meetings;
- The Membership Committee shall plan two - four networking social meetings per year. The Committee shall secure the location for all meetings and make all arrangements for meetings;
- Make a personal financial commitment to the AFP Foundation through the Every Member Campaign.