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| Job Title: VP Membership | Reports To: President |
| Department: Membership | Officer: Yes |
| Number of Direct Reports: As needed | Work Hrs. Per Month: 12-15 |
| Last Reviewed by: Steve Bernheisel | Revision Date: October 2023 |

Position Overview

The VP Membership is an elected officer position and is responsible for the recruitment of prospective members and for the retention of the existing membership base.

The VP Membership shall be accountable for the needs assessment, development, implementation and evaluation of a Chapter membership plan that contributes to the achievement of the Chapter’s long-term strategy and sustainability. VP Membership is a direct liaison to the entire chapter membership and serves as an advocate for the professional needs of the Chapter.

Essential Job Functions

* Overall stewardship of the Membership portfolio and its performance in support of the Annual Business Plan
* Development of the annual membership plan
* Recruitment of prospective members and retention of current members
	+ Send emails of appreciation and thanks to all new and renewing chapter members
* Non-renewal outreach
	+ Identify and contact non-renewing members
* Advocate for members
* Products and services that are not already provided to members via Professional Development or Programs portfolios
* Monthly, periodic, and annual membership reporting on relevant topics
* Portfolio succession management
* Retention and archival of permanent records associated with the position
* Support delivery of chapter events, including:
	+ Provide Programs with registration counts for venue notification
	+ Prepare registration sign-in list and name tags for chapter meetings and PDD events
	+ Perform event sign-in, issue name badges and tickets for drawings
	+ File PDU’s on behalf of all members attending chapter meetings and PDD events
* Maintain Membership process procedure documentation
* Transition responsibilities to incoming VP of Membership
* Stage periodic virtual New Member Orientations (3-4 annually) to welcome onboarding members and answer any questions they may have

**All KIPMI Chapter Elected Board Members are responsible for:**

* Attending all board meetings
* Replying to motions via email within 3 business days for decisions between meetings
* Attending all possible chapter events such as dinner and lunch meetings as a visible member of the board
* Attending and contributing to all annual planning and strategy sessions
* When possible, and at the direction of the President, attend PMI Regional Meetings
* When possible, and at the direction of the President, attend PMI Leadership Meetings
* Collaborating with other board members with initiatives that cross over board portfolios
* Keeping up on duties and responsibilities of own portfolio
* Contributing to the overall board strategy and effective operations
* Promoting KIPMI and its initiatives and values at business and PM community events
* Building good relationships with members and volunteers
* Building positive and productive relationships between KIPMI and the business and education communities
* Contributing information for the KIPMI website and other communications

NOTE: The above statements are intended to describe the general nature and level of work required for the position. This job description is not intended to be all-inclusive. Other related duties may be required to meet the ongoing needs of the organization. Specific procedures and tasks required of this position have been documented separately and are available upon request.