

MEMBERSHIP VICE PRESIDENT

PURPOSE

The membership vice president oversees efforts to recruit and sustain a diverse, active membership in the state.

RESPONSIBILITIES OF EACH MEMBER OF THE AAUW MARYLAND BOARD

- Align strategic direction of AAUW affiliates in Maryland with each other and AAUW national
- Identify and connect branches with resources, opportunities, and trainings that will empower branches to meet their goals most effectively
- Create and maintain structures that facilitate inter-branch and branch-to-state communication and collaboration.
- Participate in AAUW meetings, conventions, and conference calls related to their areas of responsibility. Be responsive to requests for information and recommendations from AAUW.
- Be familiar with AAUW resources, including the website and national newsletters.
- Provide content for the *Marylander*, AAUW Maryland website, and social media (e.g., Facebook).
- Submit records to AAUW Maryland archivist.
- Present reports and presentations – as requested - at each board meeting, conference, and the annual meeting.

RESPONSIBILITIES OF THE POSITION

Responsibilities To AAUW Maryland

- Organize and chair the state membership committee.
- Act as presiding officer in the absence of both the state president and the state program vice president.
- Develop a state membership action plan with measurable goals and objectives.
- Initiate and assist in the formation of new branches following AAUW guidelines.
- Plan and conduct workshops on membership and orientation techniques, and any other duties when requested to do so by the president or program vice president
- Work to reconcile membership numbers with the AAUW and report membership statistics to the state.
- Evaluate branch membership statistics and acknowledge at the state convention.
- Develop and oversee the membership budget.
- Provide reports on National, State, and Branch membership activities at State meetings.

Responsibilities To AAUW Maryland Branches

- Maintain contact with and assist branch counterparts
- Train branch counterparts in membership recruitment and retention.
- Communicate state membership goals to the branch counterparts and support their membership development efforts.
- Recognize branches for growth, retention, diversity, and significant anniversaries.
- Assist with problems relating to qualifications of members.

- Make available to branches the names of National members in their area and encourage branches to contact these members and invite them to become branch members.
- Provide information concerning membership policies and procedures.

Responsibilities To AAUW

Reconcile membership numbers with AAUW as needed.

Skills Helpful to the Position

Experience as branch membership vice president
Experience at the branch or state level

Time Commitment

Attendance at state board meetings, attendance at state conferences and annual state convention – one day for each.

Other duties - six hours per month. Varies over the AAUW year. There will be times when additional time is required.

Calendar

Dates are flexible.

June	Attend transition board meeting
July	Attend summer board meeting Lead workshop at Summer Conference if requested by Program Vice President
October	Attend fall board meeting Attend Fall Conference
January	Attend winter board meeting
March	Determine membership statistics Prepare report for AAUW Maryland Annual Convention
April	Attend Spring Board meeting Attend State Annual Convention
May	Organize membership committee, if needed Help to develop state goals