



**Officer Position:** VICE PRESIDENT MEMBERSHIP DEVELOPMENT (Appointed annually, confirmed at Fall HOD. One year term, renewable.)

**Rationale:** The Vice-President Member Services directs and manages a program of recruitment, maintenance and retention of District membership. He offers help in all support services related to membership.

**Tasks & Responsibilities:**

1. Form and chair a committee, in size and scope at his discretion, to assist him in carrying out his duties.
2. Liaise with the VP Marketing and Public Relations to ensure that a consistent message is provided to the public.
3. Prepare an annual work plan and budget .
4. Attend the Society's annual Leadership Forum, when invited.
5. Develop, refine, implement and use programs that will attract target-marketed members to join the Society.
6. Seek out attractive extension sites for new chapters within the District.
7. Monitor members' perceptions of services provided by the District and Society and report these to the Members Services Committee and staff liaison.
8. Liaise with the District and the Society Members Services Committee.
9. Attend all DMT and HOD meetings.

**Directly Communicates with:** District President, District Board, District VP Marketing and Public Relations, Society Member Services Committee and Chapter Vice Presidents of Chapter Development.

<b>Reports Required</b>			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Report in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.