Vice President Membership

Email	Phon	е		
Special Notes				
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	Key Responsibilities			
•	nsibilities	Due Date	Pathways Project	Support
First point of contact for guests, follow up within 48				
	nent process. Save copies of completed applications.			
Enter new member information into club website at	ks to important sites (TMI, Club Website, D42 site, etc.)			
Email club officers, notifying them of a new member with name and contact information. Introduce new members at the next club meeting and lead the new member induction process				
In conjunction with VPE, plan an orientation meeting with new members				
Follow up with new members after 30 to 60 days at				
Update and maintain current member information	on club website			
Coordinate Open House		February	L4 - Manage project effectively	Create a team
Mentor Program (collaborate with VPE to find and a	assign mentors)	Ongoing	L5 - Lead in any Situation	Collaborate with VP
Club Success Plan (Supporting Role)		30-Sep		Support President
Attend Club Office Training (June-Aug and Nov-Feb)				
Keep up to date with the District Dispatch and Toas	stmasters Navigator newsletters			
Optional (Club Specific)				
Assign coaches for individual specific projects or sp	Deecnes			
Firet 60 days (lul Aug)				
First 60 days (Jul-Aug) Attend Club Officer Training (June-Aug) Club Success plan (Assist)	Next 120 days (Sep-Dec) Update member information on club well Follow up with inactive members	bsite	Next 180 c Attend Club Officer Tr Coordinate club open	
Attend Club Officer Training (June-Aug)	☐ Update member information on club well		☐ Attend Club Officer Tr	raining (Nov-Feb) house (February)
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Other Tasks	