

This document outlines the duties and responsibilities of the Vice President of Membership. The Vice President of Membership is a voting member of the Board of Directors.

The duties of the Vice President/Membership are to oversee the club membership application and renewal process.

1. Attend monthly Board Meetings
 - a) Present monthly new members and any membership needs to board
2. Staff the Membership Table at monthly General Meetings
 - a) Welcome Club Members and Guests
 - b) Ask guests to sign guestbook
 - c) Give membership report at meetings
 - d) Bring squares & tablets to meetings for payments and invoices
3. Process New Member Application Forms
 - a) Provide and help guests complete New Member Application Forms
 - b) Collect & receipt payment (Monies go to treasurer at the end of meeting. The Treasurer or who checks the mail will give you any application forms submitted by mail).
 - c) Give new members a Welcome packet
 - d) Take New Member Applications to the Board meeting for review & final acceptance.
 - e) Make membership buttons at home to hand out at the next meeting or ask a member to help with this step.
 - f) Update the following electronic documents & individuals w/ new member info:
 - Club g-mail account - Member Distribution Contact List
 - Add contact into Google- contacts.google.com
 - Membership Roster. As needed
 - New member packets" should also be updated.
 - Note members whose dues are comped
4. Process Annual Membership Renewals
 - a) Beginning August 1, advise the Club President (or ask to use g-mail account) to send out periodic announcements & reminders along w/ the Membership Renewal Form for the new membership year - 9/1 to 8/31. The grace period for annual renewal expires at the November General meeting.
 - b) Set up a new binder for renewals.
 - c) Provide member renewal forms at General Meetings.

- d) Receive completed forms and receipt payment (Monies go to treasurer at the end of meeting. The Treasurer or who checks our PO Box will give you any renewal forms submitted by mail).
- e) Track renewals and new members
- f) Cross check completed renewal forms with Membership Roster to make sure all information is current.
- g) After December 1st - Create updated Membership and Meeting Attendance Rosters based on member renewals and update the g-mail Member Distribution Contact list. (Retired members should be moved to the "retired members" contact list folder as opposed to deleted, as so many of them rejoin). This must be completed by December 31st so the roster list along with our insurance payment can be submitted to CFMS.

5) Annual Gem and Rock show

- a) Ensure that Club Information and Membership materials are available at the show for new members to fill out (memberships are ½ off starting in April through July 31st)
- b) Assist the Board to staff the Membership booth/Admissions tables

Documents:

1. Attendance Roster

This is a google drive spreadsheet document that can be found in the club's g-mail account. Hard copies of the most current

2. New Member Application Form

Hard copies are in the membership box. This form can also be found on the website. The Club President has a USB Drive with the original file on it, if it ever needs to be updated. Be sure to notify the VP of Education if a new Junior would like to participate in the Junior Rockhound program.

3. Membership Renewal Form

Hard copies are in the membership box. This form can also be found in the "members only" area of the website. The Club President has a USB Drive with the original file on it, if it ever needs to be updated.

4. New Member Packets

(Originals are in the membership box. There should be at least 5 assembled packets on hand. The President has a USB drive with the welcome letter, officer and director's list, & by-laws if they ever need to be edited.)

Welcome Letter

List of Club Officers and Committee Chairs

Rockhound Code of Ethics

By-Laws

Articles of Incorporation

Club Roster