

## Vice President of Membership Job Description and Application

### Vice President of Membership Position Description

**Vice President of Membership will:** (from Bylaws)

- a) Work with communications task force leaders to accomplish set tasks
- b) Evaluate and maintain the policies/standards for written materials (Article VIII, Section I) as well as social media making sure of compliance with ECE-RJ standards
- c) Oversee coordinating, posting and updating of relevant information on the website
- d) Oversee the usage, posting and updating of all internal communication related to the URJ online ListServ platform or other member communication modality being used by the organization
- e) Oversee personnel performing functions of inputting and maintenance
- f) Maintain a relationship with the communications team at URJ
- g) Monitor the person chosen to record and disseminate minutes of Board meetings
- h) Partner with the Vice President of Finance to ensure that all expenditures align with budgetary constraint
- i) Create a formal schedule to communicate with the Vice President of Marketing Communications

### **Responsibilities:**

- **Meetings:** Attend and participate in required board meetings (in person and via technology). Read and respond to board communications. Serve on board committees and/or limited task forces as needed. (Board meetings are monthly video calls 1 ½ hrs., yearly summer board meetings, and board meetings prior to/during yearly conference and/or Kallah)
- **Mission, Vision and Strategic Goals:** Be informed about ECE-RJ's mission, vision, values, policies and programs. Participate in annual strategic goal setting. Work as an integral part of the board to identify and surface governance or policy issues that may affect ECE-RJ's health, stability and future direction.
- **Fiduciary Responsibility:** Oversee the financial health of the organization and the appropriate use of ECE-RJ funds. Review, vote upon and regularly monitor an annual budget which reflects ECE-RJ's mission, vision and values. Be a member in good standing.
- **ECE-RJ Ambassador:** Serve as a spokesperson for and representative of ECE-RJ. Publicly support the decisions of the ECE-RJ leadership. Participate regularly in the

Listserv, social media postings, ECE-RJ Yammer, activities and work of ECE-RJ. Foster relationships with ECE-RJ members and help recruit new leadership.

- **Legal and Ethical Integrity:** Ensure that the Board and organization act in a legal and ethical manner.
- **Committee Involvement:** Act as the chair of the Membership Committee, assist with membership outreach, engagement, and recruitment.
- **Time Commitment:** Maximum of 5-10 hours a month including conference calls, phone outreach, email communications, database updates etc.

Name \_\_\_\_\_

Name of School/Organization \_\_\_\_\_

Position/Title Held \_\_\_\_\_

Preferred Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

## **Vice President of Membership**

Professional Experience:

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Recent Volunteer/Board involvement: (all organizations)

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Please share your qualifications for this position and why you are best suited for this position.

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Please share your computer proficiency.

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*Thank you and we look forward to receiving your application.*

*ECE-RJ Nominating Committee*