Uplift Community Alliance®

THIRD VICE PRESIDENT, MEMBER SERVICES
JOB DESCRIPTION
Board Officer and Executive Committee Member

Position Summary

The Third Vice President, Member Services leads the organization's efforts to recruit, orient and retain members by engaging them in educational and social events and encouraging them to participate in philanthropic and committee programs.

General Board Responsibilities - Governance

- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy and Planning: Approve organizational policies, strategic plans, and major initiatives.
- Serve on the Executive Committee
- Board Participation: Attend meetings, vote, serve on committees, and represent the organization in the community.

Specific Position Responsibilities

1. Appoint Member Services Chairs: Events and Education Chair, Mentor Program Chair, New Member Orientation Chair, Newsletter Editor, Volunteer Hours Recorder, and Roster and Dues Administrator; assign a corresponding secretary.
2. Oversee the planning of member educational and social events and activities, including scheduling of regular meeting speakers, luncheons and the Annual Meeting in collaboration with the Events and Education Chair and President.
3. Oversee the orientation of applicants and new members to educate them about the organization's practices and programs and ensure timely commencement of member engagement, such as regular meeting sign-in lists, Constant Contact set up, name badge, etc. Manage and update Member Application procedures to reflect coordination with other committees, including Treasury and Technology. Ensure New Member Orientation Manual remains current by updating information as needed.
4. Oversee the pairing of new members with member mentors to welcome and acquaint them with the organization and promote committee and program participation.
5. Oversee publication of member newsletters to provide information about organizational events, programs, activities and new members by reviewing content and providing newsletter articles on topics of interest to all members.
6. Ensure publication of the annual member directory, member database tracking and dues collection in coordination with Technology and Treasury. Create fiscal year dues announcements via Constant Contact with link to credit card payment and/or instructions for check payment.
7. Ensure recording and monthly reporting of member and community volunteer hours to satisfy fund development grant requests, tax reporting and other needs.
8. Reserve location and dates for the holiday luncheon and the Annual Meeting. Contracts must be signed by the President and Recording Secretary.

Standard Board Member Responsibilities

1. Submit a proposed budget for the succeeding year.
2. Ensure the committee and all subcommittee procedure book(s) and/or electronic records are updated and added to the MDF.
3. Submit recommended job description revisions to the Bylaws Chair.
4. Submit a year-end Final Report to the President.

Competencies

- Strong leadership, communication and relationship skills.
- Understand the organization's philanthropic and committee programs and organizational structure.
- Proficiency in Microsoft applications.
- Competence in digital communications (email, text, online communication tools).
- Successful background check.

Governing Documents

Bylaws, Standing Rules, Policies