

## JOB DESCRIPTION

Title: Membership Vice President

Member: Membership Council

Goal: Ensure Membership Council fulfills its purpose to retain current members, recruit new members from all sections of the community, encourage active participation and develop new leadership in JLB.

### Duties:

- Board member
- Chair of the Membership Council
- Nominating Chair
- Member of the placement committee
- Member of Ad Hoc Transition Team
- Oversee WEB program & recruitment, meeting planning and member relations
- Encourage members to connect and get to know each other
- Oversee Multicultural & Training Chair and work together to meet the needs of Membership Council
- Provide mentoring and development of emerging leaders
- Bring forth membership issues to the Board
- Complete slating of Show House Proceeds committee as stated in Standing Rules
- Bring names of JLB member(s) participating in ODI or League related conference to Board for approval
- See that the placement committee completes its nominating duties
- Coordinate activities of the Membership Council and their regular meetings
- Liaison between the Board and Membership Council communicating information to both groups
- Develop membership's knowledge, participation and interest in the Leadership of JLB and AJLI
- Maintain records and files necessary for community award nominations, selecting delegates, community board members, filing vacancies, slating officers and committee chairs
- Liaison between League and Area Nominating Committee
- Establish quorum number on the day of a general meeting and communicate to President
- Distribute and collect absentee ballots at Board meetings, as needed Count and tabulate written votes for the President at general meetings and Board meetings
- Present the slate to the Board for approval and then to the membership, no later than April General Meeting
- Liaison from Membership Council Committee Chairs to the President
- Coordinates the nominating process including preparing and disseminating the Straw Ballot as approved by the Board. Collating results from general membership, President, President-Elect, and correct council vice-presidents and committee chairs and determining place and time of meeting
- Member or appoints council member to Ad Hoc Strategic Plan Committee
- Submit monthly article in Perspectus on membership related issues
- Oversee planning for each General Meeting by working with the Meeting Planner

### Time Involvement:

- Contact via phone and e-mail approximately 15 hours per week
- Placement hours are flexible and will vary
- General meetings once a month
- Board meetings
- Membership Council meetings
- Nominating meetings
- Ad Hoc Transition Team meetings

Experience:

A member who demonstrates strong organizational, written and verbal communication, people skills, delegation, time management, and facilitation skills. It is a wonderful way to be a part of the core of the organization and really get a feel for what is going on within the League. As this is a Board position, it involves discussion and debate and the individual should have a well-rounded view of League.