



AAUW NEW MEXICO MEMBERSHIP VICE PRESIDENT

STATUS: Serves as member of the Leadership Team. Elected in odd-numbered years for a two-year term with a limit of three consecutive terms.

QUALIFICATIONS:

VACANCY: Appointed by the Leadership Team upon recommendation of the President.

DUTIES AND RESPONSIBILITIES:

The Membership Vice President shall:

- Preside at meetings of the Leadership Team in the absence of the President and Program Vice-President.
- Compare branch membership figures for the two preceding years for any significant differences; analyze the data and report findings to the President and Leadership Team.
- Before Marcy 1, consult with the Finance Chair on total membership for each branch.
- Prepare and distribute a membership report for the convention. Distribute reports to Membership Vice Presidents of branches not represented at convention.
- Administer and account for membership budget item. Submit a budget request for the coming year to the Finance Chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files before July 1 or the conclusion of office.

The Membership Committee or Leadership Team shall:

- Provide a program for statewide membership development in the areas of recruitment, orientation, and retention.
- Encourage membership growth by providing branches with information about successful membership activities:
 - Submit membership articles to *The Roadrunner*, and
 - Communicate directly with branches.

- Assist the President in forming new branches by:
 - Attending organization meetings,
 - Recruiting board members to participate,
 - Directing the organizing group to refrain from publicizing itself as an AAUW Branch before receiving formal recognition from National,
 - Attending the meeting of the new branch at which permanent officers are elected and approved bylaws adopted,
 - Arranging for a Leadership Team member to be present, if possible, at the next two general meetings of the new branch; and
 - Informing the State President n committee activities with the organizing group.

RESOURCES

There are a *Membership Toolkit*, processing information, criteria for membership, brochures and marketing tools, and online webinars on AAUW.org.