

## Position Title: Vice President of Membership

### References:

The authority of this position is granted by the bylaws of ISSA-COS. Full excerpts of these references can be found in Attachment A.

1. ISSA-COS Bylaws: ARTICLE 4, SECTION 1.
2. ISSA-COS Bylaws: ARTICLE 4, SECTION 10.
3. ISSA-COS Bylaws: ARTICLE 6, SECTION 7.

### Position Description:

The Vice President of Membership will be responsible for directing all chapter membership activities. This includes coordinating membership issues with the ISSA International office, briefing the chapter on membership status/issues, and by providing direction and advice to the Mentoring Committee ensuring that members of the chapter are being provided mentoring opportunities.

### Responsibilities:

#### General

- Regularly meets with the Chapter Board and attends Board meetings
  - Principles shall attend a minimum of two-thirds (66%), of the Board meetings in any consecutive 12-month period.
- Ensures ISSA and chapter policies and procedures related to membership are followed
- Maintains current Chapter membership lists
- Provides membership lists to Web team twice monthly to ensure current email lists are available to chapter leadership
- Provides welcome email with current chapter information to each new member when notified by ISSA
- Resolves membership related issues with ISSA in a timely manner
- Maintains new member lists on a monthly basis
- Provides monthly new member list to Chapter Vice President for Board level welcome emails to each new member
- Provides membership status to the board and chapter at monthly meetings and as required
- Provides renewal reminder emails to expiring members each month

#### Committee(s) Overseen

- Provides direction and advice to Mentorship Committee

#### Routine Events/Activities/Projects

- Manages student member programs (free and paid) for the chapter
  - Interfaces with multiple colleges and universities to encourage student participation and membership
- Supports membership activities at chapter functions to increase membership in the chapter
- Maintain Membership documents per the Chapter History Policy Memo

## Other

- Two-year term ends in December 2019

## Requirements:

### Background and Skills

- Highly organized to ensure all tasks are completed in a timely manner
- Knowledgeable about ISSA International and Colorado Springs Chapter
- Excellent communications skills (verbal and written)
- Proficient with basic office applications, e.g. Word, PowerPoint, Excel, etc.
- Generally outgoing personality to interface effectively with members, chapter leadership, ISSA International, universities, etc.

## Attachment A: Vice President of Membership Bylaws

ISSA-COS Bylaws: ARTICLE 4, SECTION 1. The officers of the Chapter must be General Members in good standing as of the date of their election. These officers shall be President, Executive Vice President, Chapter Vice President, Vice President of Training, Recorder, Director of Communications, Treasurer, Four (4) Members-at-Large, Vice President of Membership, and Director of Professional Outreach. These officers shall constitute the Board of Directors. The President shall act as Chairperson thereof.

ISSA-COS Bylaws: ARTICLE 4, SECTION 10. The Vice President of Membership shall maintain a current list of members in good standing of the chapter and will be responsible for directing all chapter membership activities. This includes coordinating membership issues with the ISSA International office, briefing the chapter on membership status/issues, and by providing direction and advice to the Mentorship Committee ensuring that members of the chapter are being provided mentoring opportunities.

## Election Policies

ISSA-COS Bylaws: ARTICLE 6, SECTION 7. Terms of office shall consist of two years beginning on January 1<sup>st</sup> following the election. To provide continuity, Board positions shall be elected as follows:

### Elections held in odd years

Executive Vice President  
Chapter Vice President  
Director of Communications  
VP of Membership  
Treasurer  
2 Members-At-Large

### Elections held in even years

President  
Vice President of Training  
Director of Certification  
Recorder  
Director of Professional Outreach  
2 Members-At-Large