DUTIES OF VICE PRESIDENT OF MEMBERSHIP
vpmembership@smocking.org

Overview: The Vice President of Membership is a role that allows for the development and continuity of leadership over a multi-year cycle. This role allows the Vice President of Membership to prepare for increasing responsibilities through close association with the President and involvement in a wide variety of SAGA activities. The incumbent needs to be familiar and comfortable working with email, Word and Excel. She must be able to edit documents, insert files and pictures, as well as download and upload computer files, and work with the SAGA membership database. She must be willing to have and maintain a Facebook account. All Board members are expected to maintain non-public Board-related information in the strictest confidence at all times, both during and after Board service.

SAGA Board

- Keep in close contact with the President, provide support, and make decisions and commitments with the President’s agreement
- Assist the President in planning the mid-year board meeting and make room assignments for midyear and Convention/Retreat Board meetings
- At the completion of your term as Vice President of Membership, clean out files and forward necessary information to the incoming VP of Membership to assist her in assuming her responsibilities
- Abide by the Board Ethics Policy currently in place

SAGA Development

- Pursue new opportunities for SAGA (member services, outreach programs, etc.) to develop a continually improving focus on members and their needs

Teacher Faculty Coordination

- Oversee Teacher Liaison function and all teacher issues; approve email and newsletter correspondence from Teacher Liaison to teachers prior to publication
- Chair the Teachers’ Meeting at the Convention/Retreat
- Organize and supervise the Teacher Showcase at the Convention

Committee Oversight

- Serve as Chairperson, Education Committee
  - Oversee class selection process for Convention/Retreat
  - Provide list of classes selected to Teacher Liaison so that she can notify teachers
o Work with the Retreat and Convention Planning Committees as assigned by the President.

- Serve as Board contact with chairpersons of Committees as assigned by President. Supply President with quarterly report on the activities of committees.

Communications

- Maintain communications with fellow Board and Executive Committee members to progress SAGA business.
- Provide a monthly report to the Board by the 5th of the month, and an annual report to the President in advance of the annual meeting.