**Job Description**

**AAUW San Antonio Vice President of Membership**

**Responsibilities:** The Vice President of Membership is responsible to:

* Recruit new members and retain current members. Membership for the fiscal year begins July 1 and ends June 30.
* Give new members the branch AAUW membership form to complete and enter the information in the Members Services Database (MSD) on the national website.
* Maintain a Membership Notebook of membership forms and correspondence.
* Send names and contact information of new members to the President of the branch, the person responsible for the directory and the leader of each interest group.
* Set up a table at the September branch meeting with AAUW literature and membership forms.
* Encourage visitors to join at a branch meeting, which would qualify them as Shape the Future (STF) members. Members who join during an open event only pay half the national dues.
* Work with Treasurer on collection of dues by sending e-renewal invoices in March and throughout the summer for those who have not renewed.
* Mail invoices to those members who do not have email.
* Make phone calls in August and September to those members who have not renewed.
* Remind members that new members who join between March 16 and June 30 will have their membership extended through the following June.
* Hold an Early Bird drawing at the May branch meeting for all members who have renewed their membership for the following year. The prize is free membership for the coming fiscal year.
* Submit articles for the newsletter to remind members to renew their membership, to recruit friends and neighbors and to welcome new members.
* Provide a summary of membership at each board meeting, which includes number of members, new members and number of members who have not renewed.