

THIRD VICE PRESIDENT

Duties According To The By-Laws:

1. The 3rd Vice President shall perform all of the duties in the absence of the President, First Vice President and/or Second Vice-President.
2. He/she shall be Chairman of the Membership Committee. The Membership Committee consists of not less than one member from each division, of which a majority shall constitute a quorum, whose duties shall be to acquaint prospective members with the objectives of the Association, and to invite them to become members of the Association.

Additional Duties & Responsibilities Include:

1. Maintain registers of all current members, unpaid members and no primary contacts.
2. Maintain register of all Mentor pairings. Because this program is most efficiently run at the Division level, the State 3rd VP will support each Division's efforts to develop this program, assisting when necessary, and monitoring the progress of each Division.
3. Work with Division 3rd VP's on outreach including collection calls, networking, and letter and application mailings.
4. Issue email notice that it is time to renew along with renewal notice for expiring memberships November 1st.
5. Issue 2nd renewal notice for expiring memberships December 1st.
6. Issue 3rd renewal notice for expiring memberships in mid-December.
7. Issue a minimum of 2 renewal notices to expired memberships in January.
8. Forward lists of unpaid members to Division 3rd VP's with instructions to begin contact in early February.
9. Pursue new members and work with inactive and unpaid members beginning in March.
10. Contact unpaid members; contact cities with no primary contact to update records and forward renewal information on an ongoing basis.
11. Mail application and brochure to all CA cities/counties not on our membership list. Follow up with phone call.
12. Be available to assist the 2nd VP with the annual conference.
13. Perform other such duties and special projects as may be requested by the State President.