Position Description	1.04
Date of Enactment	2010
Date last reviewed	September 2019

VICE PRESIDENT FOR MEMBERSHIP

REPORTS TO President

POSITION SUMMARY

The Vice President for Membership promotes membership in American Needlepoint Guild. Monitors committees as assigned. Contributes to chapter news in *Needle Pointers* bimonthly.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Promote and support the Bylaws, Policies and Procedures, and Position and Committee Descriptions of ANG.

1. Attend all regular and called meetings of the Board of Directors of ANG.
2. Maintain and protect the assets of ANG and its members.
3. Maintain a current Area Representative Manual and Chapter Handbook.
4. Review policies relating to area of responsibility as needed and present recommendations for review or change to the President.
5. Serve as a liaison between the Board of Directors and the following:
    1. Area Representatives
        - Report to the Board information from Area Representatives concerning
            1. Mailing, receiving, processing, and acknowledging Chapter Annual Reports
            2. Chapters in formation
            3. Chapters experiencing difficulties, dissolving or closing or with potential problems
    2. Chapters
        1. Maintain active and closed chapters' files, and current listing of chapter presidents
        2. Coordinate development and chartering of new chapters in accordance with Policy 2.01
        3. Receive Chapter Annual Reports
        4. Request return of official ANG documents from closing chapters
        5. Coordinate mailing of updated ANG information to chapters as needed, including a letter to chapter presidents at least twice a year
    3. *Needle Pointers*
        1. Prepare Chapter News for each issue.
        2. Ensure information related to assigned committees is current.
        3. Coordinate the effort of getting additional nametags from the chapters for the Name Tag Banners.
6. Seminar Responsibilities
    1. Establish work schedule for Area Representatives, and supervise special activities.
    2. Coordinate and attend meetings with Area Representatives.
    3. Take the Name Tag Banners to Seminar; assemble, hang, and retain after Seminar.
7. Internet responsibilities
    1. Monitor all Social Media Discussion Groups to answer questions pertaining to membership issues.
    2. Respond to Members At Large (MALs) and membership queries sent from the ANG Website.
    3. Update and monitor Chapter and Area information on the ANG Website including the Chapter Handbook in coordination with the Internet Committee.
8. Prepare and submit the following:
    1. Report to the Board of Directors prior to each Board meeting to include current membership count
    2. Annual Report by May 1

OTHER DUTIES AND RESPONSIBILITIES

1. • Financial
    1. Approve expense reports for Area Representatives and other assigned committees and appointees and forward to Treasurer for payment per Policy 4.06.
    2. Coordinate and prepare annual budgetary recommendations for areas of responsibility and assigned committees and appointees.
    3. Review periodic financial reports.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Professional or volunteer experience in administration and supervision
2. Experience in development of new programs and educational opportunities, as well as a willingness to accept changes to improve the organization for the future.
3. Experience in fiduciary responsibilities relating to protecting the assets of ANG.
4. Business experience
    1. Able to read a financial statement
    2. Able to read and understand a contract
    3. Able to write/modify a contract
5. Preparation of Budget/Monitor performance actual vs. budgeted amounts
6. Knowledge of Expense Reporting
7. Proficient in the use of the computer: email, word processing, database, and spreadsheet. Internet access is required.
8. Organization, interpersonal, and time management skills.
9. Effective written and oral communication skills.
10. Willingness to review email on a daily basis.
11. Prior attendance at ANG Seminars.
12. Commitment to development of the Areas, especially addition of new chapters
13. Officer service at the Chapter, Area, or Committee level, or prior service to ANG at the national level. Service as an Area Representative is strongly recommended. Minimum requirement is experience as Chapter President.

GENERAL

1. May not take classes at ANG Seminars.
2. This job description may be changed by the Board of Directors
3. Time Commitment: 20 to 30 hours per week