

San Antonio Wheelmen

Position Description

Vice President Membership

Overview

The goal of the Vice President Membership is to manage the membership database and communicate with the membership as needed by the Club.

Position Objectives

To accomplish this goal the Vice President Membership will:

- Maintain a database of current memberships utilizing MS Access software
 - Email members about upcoming renewals (usually 2 months in advance)
 - Enter new membership data received either through the mail or active.com
 - Send membership packets via email or US mail.
- Communicate to the Website Editor names of new members for the monthly list of new members on the website
- Communicate to the Ride Committee Chair names of members interested in being a ride starter.
- Communicate to the Rider Education Chair names of members interested in attending the RES program and students who have paid via active.com.
- Provide to the Secretary 3 days before Board meeting the current membership statistics
 - Email the total number of members, including total single and family memberships
- Communicate to the Treasurer the funds received for memberships and/or RES classes from active.com (active.com website administration access)
- Communicate to the membership through blast emails as instructed by the Board.
- Manage membership-related items on the Club Facebook and Twitter accounts
- Attend monthly Board meetings
- Handle email regarding Club membership
- Support Club rides and social events
- Volunteer as a ride starter
- Perform other related tasks as determined by the Wheelmen Board.