

VICE-PRESIDENT FOR MEMBER RESOURCES

TERM OF OFFICE

Elected in uneven years; the term of office is two years.

QUALIFICATIONS PREFERRED

1. Attended one or more Annual Sessions state and/or national.
2. Join NEAFCS Member Resources Task Force annually to enable continuous flow of information.
3. Served on the State Member Resources committee.

DUTIES OF THE VICE-PRESIDENT FOR MEMBER RESOURCES

1. Chair and serve as the liaison between the Member Resources Committee and the Executive Board and state affiliates
2. Coordinate the Committee to develop and implement an action plan, which addresses issues related to membership, mentoring, leadership, life members, diversity and marketing/communications
3. Provide leadership for the Committee and coordinate the development of regularly scheduled association publication
4. Communicate with Committee members within 30 days of receiving committee list from President

ADDITIONAL RESPONSIBILITIES INCLUDE:

1. Coordinate task forces through meetings during Annual Session and regular, timely communications, using electronic methods when possible
2. Secure, review and submit member resource articles for VEAFCs official publications
3. Assist in securing articles for VEAFCs publications
4. Encourage membership to submit research and scholarly work to NEAFCS publications
5. Promote NEAFCS life membership and involvement of life members in the Association
6. File a copy of all correspondence
7. Submit budget request to the Finance Committee Chair by the designated deadline
8. Submit "Report To Membership" by the designated deadline
9. Send electronic list of committee members and task force chairs to webmaster
10. Send electronic version of publication and member resources information to VEAFCs webmaster

MEMBER RESOURCES COMMITTEE

The Member Resources committee shall be structured into task forces to achieve the goals of the Strategic Plan and focus on priorities of the Executive Board. Task forces may include (but are not limited to):

- ❖ Membership, mentoring, leadership and life membership
- ❖ Diversity issues
- ❖ Marketing and communications
- ❖ Official Publications

Task Force responsibilities may include but are not limited to:

Membership, Mentoring and Life Membership

1. Provide support to the recruitment of potential members
2. Develop a mentoring program for minority members and new members
3. Provide support for professional career development
4. Provide support and encouragement to members to apply for life membership
5. Encourage active participation of life members
6. Provide leadership in planning and implementing the First Timers and Life Members Event at annual state conference

Diversity Issues

1. Encourage active participation and interaction of all members
2. Facilitate interaction of members with special interests
3. Communicate concerns and issues of minority members (i.e., race, gender, culture)
4. Develop leadership and encourage active participation of minority members
5. Promote cultural diversity through concurrent sessions and publications
6. Remove barriers that prohibit the active participation of all members

Marketing and Communications

1. Plan and implement the VEAFCs marketing plan to promote the mission and goals of the association
2. Secure, review and submit articles for VEAFCs official publications

Job description 2004