

The Membership Vice President:

- **Initiate a plan to encourage new member adds and retention.**
- **Hold new member orientations, providing each new member with the Plan of Action and the orientation packet.**
- **Each trimester submit the roster via email. The roster must be maintained and include members address, phone numbers and email address. (changes should be highlighted)**
- **Send trimester written notification to all members with renewals and follow up to collect payment.**
- **Call in new member adds to Chapter Service Center if the new members add is obtained after the 25th day of the last month of the trimester.**
- **Send to the Chapter Service Center any transfers or address changes.**
- **Assist the chapter president in updating a chapter brochure to promote membership growth, when necessary.**
- **Submit trimester membership dues by early bird deadline to the Chapter Service Center. A voucher must be submitted to the treasurer for receipt of check sent for membership dues**

