

**AMERICAN LEGION AUXILIARY  
NEWPORT HARBOR UNIT 291**

**JOB DESCRIPTION: 1<sup>st</sup> VICE PRESIDENT, MEMBERSHIP**  
(Updated 8/8/24)

**Officer: Elected Position**

**Purpose:** The 1<sup>st</sup> Vice President, Membership is responsible for addressing the needs of current members, working with the Board to attract new members, and keeping current members happy. The First Vice President shall be chair of the Membership Committee.

**Prerequisites for this position:**

Twelve (12) months of voting membership; basic grasp of technology (i.e. Word and Excel, and willingness to learn ALA MIS).

**Duties and Responsibilities:**

1. Schedule and chair at least two Committee meetings each year.
2. Become Familiar with the Auxiliary's Bylaws and Standing Rules.
3. Support the goals of the Auxiliary.
4. Understand any metrics or outcomes being measured. Collect information about the outcomes and measures and provide requested reports including year-end report.
5. Adhere to required Guidelines for Publications. Obtain required approval for any materials distributed outside the Auxiliary.
6. Maintain committee budget; prepare and submit annual budget requests for the next fiscal year as directed.
7. Review job description annually and submit revisions to the Parliamentarian for Board approval.
8. Ensure all committee documents/procedure manuals are handed off to the future Chair. Ensure all position or committee-specific documents on the Auxiliary Website are kept up to date. Handoff materials to incoming chairman and provide orientation to the position.
9. Record all committee and Auxiliary hours.
10. Perform the duties of the President in the absence of the President.
11. Be responsible for orientation and training and membership records.
12. Keep an up-to-date list of current members.
13. Maintain a membership cap of 2,000 members
14. Must pass National ALA MIS training program
15. Maintain copy of all membership applications

**Committee:** The 1<sup>st</sup> Vice President shall be chair of the Membership Committee. This committee shall be composed of members deemed necessary to carry out the committee's work.

**Committee Responsibilities:**

1. Attend committee meetings and participate in planning activities. Support the committee's strategic plan.
2. Be responsible for the orientation and training of New Members.
3. Solicit Prospective Members.
4. Address the needs of the membership commitments.

### **Timeline:**

#### Monthly

- New member training 30 minutes before start of each General Membership meeting
- Process membership renewals, enter information into ALA MIS
- Process New Memberships, enter information into ALA MIS
- Handout membership card at General Membership meetings
- Maintain membership records in ALA MIS

#### July

- Last month for new members, cut-off date set by National
- Begin collecting annual dues at meeting and have blank Membership forms on the checks on back table at the general membership meeting

#### August

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#### September

- Begin processing **New** memberships
- Initiate new members at the General Membership Meeting

#### October

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#### November

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#### December

- Include reminder email about dues due by December 31<sup>st</sup> of month

#### January

- Continue collecting delinquent dues
- Review the Membership Interest form and update

#### February

- Continue collecting delinquent dues
- Hand out Membership Interest Forms at the February meeting
- Have members complete the Membership Interest Form and submit it by March 15<sup>th</sup>
- Open membership to new members if membership limit was reached in prior year

#### March

- Include reminder about Membership form in March Calendar email
- Continue collecting delinquent dues
- Process new memberships

#### April

- Prepare year-end report, send one copy to District 29 and one to Unit President

#### May

- Complete Membership notebook for year that is ending and provide to the new 1<sup>st</sup> VP Membership, if applicable

June

- Receive next year's membership cards from Department of California Conference
- Provide all information to incoming 1<sup>st</sup> Vice President and arrange for smooth transition of responsibilities and resources

### **Meetings:**

#### Reports

- Prior to each meeting, let the President and Secretary know if you need to be on the agenda for any reason.

#### General

- Search out New Members, and introduce yourself to make them feel welcome.
- Look for other members who may look "lost" and not know other members well. Invite them to sit with you and introduce them to other members.

#### Board

- Report on items the Board may need to know.
- Present motions as required.

### **Gate/Access Cards:**

- Issue gate/access cards to New members
- Replacement key card cost is \$25.

### **Membership Dues:**

- Renewing - \$150
- New Member - \$400 (\$150 dues, \$250 initiation, one time fee)
- Start collecting annual membership dues from each member in July
- Publish dues announcement in July email.
- Follow up continually until all members have paid

*Unit Guide Handbook: Section 2.* Duties of the Vice President: The vice president shall assist the president when called upon and, in the absence of the president, perform the duties and shall succeed to the office in case of death, resignation, or removal.

*Unit Guide Handbook: Page 48.* Duties of the Unit Vice President: The vice president is given the responsibility, with the president, for the complete development of the unit program. The vice president should be prepared to preside at meetings in the absence of the president.

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position:**

Bylaws:

Article IV – Unit Officers

SECTION 2. The elective officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms & Assistant Sergeant-at-Arms and 5 Executive Committee Persons and shall be elected annually by majority vote at a meeting designated by a vote of the Unit,

provided nominations and elections are held not earlier than April 1<sup>st</sup> or less than five (5) days prior to the opening of Department Convention. The Unit shall notify their membership and the District President of the time set for election. (2019)

SECTION 6. The First Vice President shall assist the President, and in the absence of the President, the Vice President shall be the presiding officer. In case of death or resignation of the President, the First Vice President becomes President for the unexpired term. The Vice President shall assume such other duties as may be assigned by the President. (2019)