



## **VICE PRESIDENT OF MEMBERSHIP**

### **RESPONSIBILITIES:**

- \* Develop monthly socials and events.
- \* Coordinate Member of the Month Activities.
- \* Prepare new social ideas that will excite and ignite member involvement.
- \* Order and design all Membership items including trip items.
- \* Work with VP of Promotions to notify members of all membership events. E-mail and text members to update them with all events.
- \* Prepare a current role of members and take attendance for each meeting/social.
- \* Create an accurate and up to date list of all members.
- \* Register members for Organizations such as SkillsUSA.
- \* Work to recruit new CBTV members from within CBHS and the local middle schools.
- \* Assume the duties and responsibilities of the Executive Vice President should they be absent for a long period of time or leave the position permanently.
- \* Report all tasks and update to the President and Executive VP.