



CHULA VISTA GENEALOGICAL SOCIETY

Standard Operating Procedure

SECOND VICE-PRESIDENT, MEMBERSHIP CHAIR

As defined in the Bylaws of the Chula Vista Genealogical Society, the Second Vice-President shall serve as Chair of the Membership Committee. The Chair shall maintain accurate membership records and encourage member participation in Society activities.

The purpose of this Standard Operating Procedure guideline is to further define the responsibilities of this office.

Responsibility I Dues collected are to be given to the Treasurer. Dues are refundable only at the discretion of the Board of Directors.

Responsibility II: The Membership Chair is responsible for maintaining and keeping accurate and current membership records by:

- A. Updating the Membership Roster, as needed.
- B. Keeping an accurate record of new members, renewing and non-renewing members and presenting a full report to the Board of Directors when requested.
- C. Following-up on any non-renewing members, as needed.
- D. Keeping a record of individual members' attendance at Society functions through a monthly spread sheet.

Responsibility III: The Membership Chair shall issue name tags with member's name and Society logo when requested.

Responsibility IV: The Membership Chair shall encourage new members by:

- A. Greeting or providing volunteers to greet members and guests at all in person Society functions.
- B. Providing a guest sign-in sheet at all in person Society functions.
- C. Providing Newsletter Editor with names of new members
- D. Contacting guests and prospective members and advise of Society activities and research opportunities available to them..

Responsibility V: The Membership Chair shall oversee the tasks of the membership sub-committees and recruit volunteers when needed by:

- A. Providing a current roster to the Telephone Tree.

- B. Providing appropriate information to the Society member who sends cards of concern.

Responsibility VI: The Membership Chair shall prepare an annual membership report for February's Board and Society Annual Membership Meetings.

Responsibility VII: The Membership Chair shall apprise the President of any member welfare issues, such as, lack of transportation, illness or death of member or member's family.

Responsibility VIII: As the Second Vice-President, the Membership Chair shall be prepared to assume the position of President.

- A. The Second Vice President must always be prepared to assume the responsibilities of the office of President if the President or First Vice President is unable to perform his/her responsibilities. Should the Second Vice President be required to assume the duties as acting President, he/she may appoint another member as acting Membership Chair.
- B. The Second Vice-President shall preside at General Membership meetings and Board of Directors meetings in the absence of the President and the First Vice President and is bound by the same responsibilities.
- C. The Second Vice-President shall familiarize him/herself with all of the business of the organization, its finances, its Bylaws and Standing Rules, policies, objectives and programs.

Responsibility IX: The Membership Chair shall support Society activities by:

- A. Making every effort to attend every CVGS Board of Directors and General Membership meetings and fully report on the Society's growth.
- B. Purchasing of the necessary materials to adequately carry out the requirements of the position. All requests for reimbursement must be accompanied by receipts that clearly delineate the expenses for which reimbursement is requested.
- C. Regularly updating the Second Vice-President's notebook containing the current Society Bylaws, Standing Rules, respective SOP and membership listings. This notebook shall be passed to the succeeding Second Vice-President.

ADDENDUM:

Execution of Duties:

I: Membership Application Forms:

The Membership Chair, as directed by the Board, shall advise the Web Administrator on updating the new membership application on the Society website.

II: Membership Roster:

The Membership Roster is a listing of the active membership, compiled alphabetically by surname.

It must be updated with every change of membership to provide for an accurate reference. A revision date must be included to indicate a superseded edition.

Master Membership Roster should include member's name, address, telephone number and e-mail address.

A member's personal information is considered confidential and may not be released for any non-Society purposes.

III: Membership Attendance:

Take attendance for each Society function.

Attendance Records are to be kept a minimum of three years.

IV: New Member Procedures:

Notify Newsletter Editor of new member contact information.