FWMTA Job Description

**Vice President of Membership**

**June**

* Remind current members to renew membership
* Compare current membership list to MTNA Transactions for any early renewals

**July**

* Cross-check old membership list and new membership list
* Contact late renewals
* Coordinate with web master to update membership information on FWMTA Website

**Weekly Workload**

* Respond to all new members through email or phone
* Send *Membership Letter* (full year/partial year)
* Send questionnaire document to be filled out to update membership information
* Send new member invitation to FWMTA Meeting
* Pair new member with a mentor for guidance and socialization
* Coordinate with Mentor Program Chair to establish a mentor group
* Collect information and upcoming events news that members wish to share
* Format information into FWMTA Highlights to be delivered to all current members on Fridays
* Include contact information or attachments for specific events
* BCC all the members to maintain privacy of members
* Make information easily accessible and easy-to-read (font & format adjustment)
* Maintain contact with FWMTA Board for any updated information that correlates directly to membership
* Provide members contact information to current members for communication purposes