



# Business and Professional Women Calgary

Women Working for Working Women

## BPW CALGARY 2011-2012 EXECUTIVE COMMITTEE POSITIONS

### VICE PRESIDENT MEMBERSHIP

The VP of membership is the leader of member recruitment and retention, including:

- Serves as a member of the Club's Executive Committee which includes attending Executive meetings approximately nine times per year and monthly BPW dinner meetings
- All aspects of membership tracking including applications, processing, and member lists. Maintains a current membership list. Ensures the President, Secretary and Treasurer have a copy of the current list.
- Follows up with all potential members who have made inquiries, communicates with new members and follows up with current members
- Is responsible for following-up with potential new members that express an interest in joining the Club through the BPW Calgary website or at the Club's monthly dinner meetings. (The Secretary forwards the information to the VP, Membership from the Club's website)
- Ensures that the Club's application forms for new and renewing members are completed. Forwards a copy of the completed application forms to the Treasurer which includes payment by a VISA payment or by cheque.
- Prepares a BPW Calgary name tag for new members and distribute it to her at the meeting following the completion of her application and making payment of the Club's fees and dues. Sends a welcome to BPW Calgary message through the most current issue of the Club's newsletter.
- Completes BPW Canada's Form 100 at least three times per year (October, January and June) and submits electronically to BPW Canada as well as to the Treasurer for mailing to BPW Canada together with fees and dues payment.
- When advised (by the Treasurer) that the Treasurer has contacted any members regarding any outstanding payments for dinner meetings and that member still has not paid, she will follow up with the member to ensure that payment is paid in accordance with the Club's policy.

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