

GFWC Rotonda West Woman's Club

SECOND VICE PRESIDENT

JOB DESCRIPTION

The Second Vice President serves as Coordinator of Membership. Other duties include working with the President and the First Vice President in preparation of the Club yearbook. In the absence of the President and the First Vice President, the Second Vice President presides over the meetings of the Club.

In detail, this position is extremely important as it is the initial interface with potential new members, the introduction of new members to the current members of the club and includes a certain amount of follow up with each new member to be sure that they have opportunities to achieve their potential within the organization.

Specific detail and considerations:

Assist with general meeting registration table during social time.

Greet guests at monthly meetings and explain about GFWC RWWC. Seat guests and new members (who don't know anyone) with existing members who have similar interests where possible.

Introduce guests to GFWC RWWC members at the monthly meeting.

Contact interested guests after the meeting and invite them to Orientation.

Arrange timing of orientation in RWA Community Center with RWA staff and email new members the orientation details. Orientation may be planned at the RWA or at another convenient location.

Make a hard copy of yearbook for orientation attendees with membership application form plus additional information (e.g., Chatter, Booster form, RWWC Calendar, RWWC business card etc.)

Give PowerPoint presentation at orientation to new members (presentation is updated as required) using laptop and RWA TV if available. The video embedded in presentation is best viewed with TV visual and audio.

After orientation:

Email new members' interests to relevant CSP chairmen / weekly group chairmen. Coordinate with the weekly chairmen (e.g., Tonettes, Creative Crafters etc.) to orient the new members who want to join.

Send new member email addresses to "Blast" email personnel.

Distribute member application form to President & 1st VP. The President sends a personal welcome note to each new member as soon as the confirmed application is received.

Give dues checks to Assistant Treasurer with cash receipt form.

Update the roster with new member details working with Assistant Treasurer.

Send Chatter input with new member photos taken at orientation to Chatter editor.

Coordinate Induction of new members with President, new members and sponsors. Induction usually takes place in December and a meeting held in Spring. Arrange for placing order of GFWC name badges with 1st Vice President.

Update tri-fold recruitment brochure as necessary and distribute to existing and new members. Keep the magazine carousel in the RWA community center updated with tri-fold recruitment brochures.

Encourage new members to get involved in club activities by contacting them and arranging activities such as volunteering at Englewood Helping Hand. Answer questions from new members. Introduce them to CSP chairmen / weekly group chairmen as needed.

Answer email inquiries from gfwcrotondawest.org website and Rotonda West Facebook page.

Provide check-in desk with annual attendance sheet, information taken from roster. Use attendance sheet to reward members that have perfect attendance for all 9 meetings in a calendar or club year.

Update roster with changes from existing members working with Assistant Treasurer and issue to members as needed.

Attend RWA Open House typically held in November and provide recruitment literature. Contact guests after Open House and invite to monthly meetings.