



VICE PRESIDENT OF MEMBERSHIP ROLE & RESPONSIBILITIES

Overview:

The Vice President of Membership serves as the main liaison between the Roundtable Service Center and the Roundtable in regards to membership and member engagement campaigns. This Officer position drives revenue for the Roundtable by growing membership and member engagement in CSCMP. Furthermore this position manages the placement of volunteers within the Roundtable committees and is relied on as a source of ideas, methods, and local promotions that will increase participation in roundtable events.

Supported By:

CSCMP Roundtable President
CSCMP Roundtable Membership Advisory Committee
CSCMP Regional Advisor
CSCMP Roundtable Coordinator
CSCMP Roundtable Service Center

Responsibilities:

- Coordinate with Roundtable Service Center in developing plans for communicating the value of CSCMP membership and member engagement to new and current members of the local Roundtable community.
- Recruiting members for the Roundtable's membership committee, as well as serves as the main point of contact to place volunteers in other Roundtable committee positions.
- Provide leadership by (1) developing local membership and member engagement campaigns, (2) implementing global membership and member engagement initiatives to the local community, and (3) recruiting local practitioners and educators to assist in communicating the value of CSCMP membership and engagement in CSCMP's Annual Global Conference attendance and SCPro certification.
- Maintain and review the list of current members, lapsed members, and non-members. If member contact information changes, notify Roundtable Coordinator of changed information.
- Provide potential individual and corporate members with information about membership in CSCMP.
- Understand CSCMP Policies and Procedures related to membership and assist the Roundtable President in meeting policy requirements.
- Forward corporate membership leads to the CSCMP corporate membership team.
- Work with the Roundtable President to promote required CSCMP Membership to the local roundtable board. Verify the membership status of current board members and communicate the renewal process for Roundtable Board members to receive the Board membership rate. Promote membership to non-member committee members.
- Attend and actively participate in all Roundtable Board meetings, Roundtable Events, and the CSCMP Roundtable Leadership Forum.

Typical Duties:

- Coordinate Roundtable membership and member engagement campaigns in local market.
- Maintain Monthly Telephone Tree activities to current members to ensure they are personally invited to attend each Roundtable event (great committee work).
- Follow-up with lapsed members for renewal of membership.
- Maintain event attendance database, ensure that all walk-ups are added and completed registration rosters are submitted to the Roundtable Coordinator after each event.
- Develop strategies for increasing attendance to Roundtable events.
- Implements membership and member engagement campaigns designed by CSCMP and develop local Roundtable membership and member engagement drives.
- Work with other Roundtable Board members to increase attendance/membership.

Requirements:

Must be a CSCMP member in good standing

Must be willing to attend CSCMP events including the CSCMP Roundtable Leadership Forum

Must be willing to serve a two-year term beginning July 1, 2015