

## Vice-President for Membership

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### General duties:

*(From Bylaws Article VIII, Section 3)*

- The Vice-Presidents for Membership, District and Local Associations, MTNA Student Events, FSMTA Competitive Student Events, and FSMTA Non-Competitive Student Events shall fulfill their duties listed in their respective Manuals of Procedure and other such duties as requested by the President and/or the Executive Board.
- Following the above order they will be expected to preside when all officers listed before them, including the President and President - Elect are absent for an entire Executive Board meeting and/or Conference.

*(From Bylaws Article VIII, Section 7)*

- All officers shall:
  - Present written reports at each meeting of the Executive Board;
  - Maintain current job descriptions and Manual of Procedure to be passed along to their successors.

*(From Bylaws Article VIII, Section 8)*

- Any officer may be removed at any time by a majority vote of those present at any duly constituted meeting of the Executive Board. Officers must fulfill their duties as outlined in the Bylaws and must attend at least four (4) Executive Board meetings during their term of office.

### Specific duties are:

- Receive membership report from FSMTA Treasurer.
- Respond to membership inquiries.
- Process new membership applications.
- Maintain membership data.
- Provide up-to-date membership data for designated officers of FSMTA.
- E-mail the Webmaster updates of new members and/or errata.
- Provide current mailing list to publications publisher as needed.
- Update current mailing list by receiving names of members for returned publications for wrong address from publications editor - no mailing to that member until new address is received.
- Provide the directory editor (Webmaster) with information for the directory on a monthly basis or as needed.
- Sell mailing labels to colleges or vendors as requested (10 cents per label - 1/30/04).
- Maintain close contact with all local membership chairs.
- Provide leadership in recruiting new members throughout the state and issue guidelines and other information to the local membership chairs concerning the processing of new members.

**Daily or weekly:**

- Process new applications as follows:
  - Check application to be sure it is filled out properly.
  - Add new member information to the FSMTA computer database.
  - Keep FSMTA application for state files.
- A photocopy of the college diploma will be accepted in lieu of a college transcript (2001).
- Local Student Chapters will assess student members a \$3 fee (2000).
- Send MTNA application and check from new members (payable to FSMTA) to FSMTA Treasurer within 24 hours of receipt and attach a memo indicating how the money should be disbursed.
- Send welcome packet to new member that includes a welcome letter, FSMTA directory, FSMTA Articles of Incorporation and Bylaws, FSMTA brochure and MTNA brochure. If new member is provisional, send a copy of the application to the Provisional Member Chair.
- Update FSMTA database:
  - Delete deceased members (this information will be provided by Local Membership chairs).
  - Delete members that have moved out of state.
  - Update addresses of members that have moved within the state of Florida.
  - Update the paid status of members as information is received from MTNA.
  - Update changes in membership status as information is received from Certification Chair, Provisional Membership Chair or MTNA.

**Monthly duties:**

- Before the 10<sup>th</sup> of the month (July, September, November, January, March) - prepare a membership column for the FSMTA publications and send to the Editor—include list of new members and provisional members who have attained active status, and other relevant information for the membership at large.
- Send the same information to the Webmaster to be posted in the official copy of the Directory on the FSMTA website.
- Before the end of the month, send publishers an updated set of mailing labels.

**A suggested time-table for duties follows:**

**November – odd year (incoming)**

- Attend State Conference and Conference Membership meeting.
- At last Executive Board meeting receive files and Manual from outgoing VP.
- Acquire FSMTA stationery from the Corresponding Secretary and Reimbursement Form from FSMTA Treasurer (may be reimbursed for postage, printing, phone calls). This can be done at this and each Board meeting attended.
- Request from FSMTA Treasurer a copy of the current FSMTF Florida Consumer's Certificate of Exemption from state sales tax.

## **December**

- Update the entire membership list for MTNA.

## **January**

- Request written reports from: Membership Examinations Chair, Provisional Membership Advisor, College Council Chair and Collegiate Chapters Chair.
- Tabulate findings from the “Exit Questionnaires” received.
- Prepare a written report for February Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

## **February**

- Attend State Executive Board meeting.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Meet with President - Elect or representative for State Conference to schedule date and time for Conference Membership Chair meeting (may include Provisional Members Advisor, Membership Examinations Chair).

## **March**

- Attend (if possible) MTNA National Conference.

## **May**

- Request written reports from: Membership Examinations Chair, Provisional Membership Advisor and College Council Chair.
- Prepare a written report for June Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

## **June**

- Instruct Local Membership chairs to download and print the latest national membership applications off MTNA’s website.
- Attend State Executive Board meeting.
- At meeting, turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Finalize with President - Elect or representative for State Conference to schedule date and time for Conference Membership Chair meeting (may include Provisional Members Advisor, Membership Examinations Chair).

## **July**

- By 10<sup>th</sup> of the month send latest roster of current members for the new fiscal year to Webmaster. This will replace roster currently on the website. Updates will be sent to Webmaster as membership verification is reported.
- Before the 10<sup>th</sup> of the month prepare a membership column for the FSMTA publication include:

- List of new members and provisional members who have attained active status, and other relevant information for the membership at large, including errata.
- Prepare a special article inviting Local Membership chairs to Conference meeting

### **October**

- Receive request from Treasurer for recommendations regarding changes in present budget.
- Request written reports from: Membership Examinations Chair, Provisional Membership Advisor, College Council Chair and Collegiate Chapters Chair.
- Prepare a written report for State Conference Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

### **November**

- Prepare a necrology report to be given at a General Session of the State Conference and submit it to the Editor for publication in next mailing.
- Attend the State Conference and FSMTA Executive Board meetings.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Give verbal report during General session.
- Preside at Membership Chairs meeting.

### **November – odd year (outgoing)**

- At last Executive Board meeting turn over files and Manual to incoming VP for Membership.