



**JOB TITLE:** Vice President/Membership

**JOB OVERVIEW:** Recruit, retain, and engage members of The Guild.

**BENEFITS:** Gain a deep understanding of the inner workings of The Guild necessary to oversee the Membership Committee and practice managerial, organizational, and human resources skills.

**RESPONSIBILITIES:**

- Become familiar with The Guild's bylaws, policies and procedures, and administrative guidelines, located at <https://www.symphonyguildcharlotte.org/membership/resource-guide/>
- Welcome new members to The Guild and encourage them to volunteer for Guild activities.
- Plan an orientation program for new members.
- With the President, implement the Fall and Winter general membership meetings and the Annual Meeting. Attend all meetings.
- Oversee plans for the Holiday Party.
- Develop additional social opportunities outside of meetings to encourage member engagement and retention.
- Oversee the spring membership renewal campaign.
- Periodically review dues and membership benefits and make recommendations to Budget and Finance.
- With the Administrator, prepare service recognition and Volunteer of the Year certificate(s) for the Annual Meeting.
- With the Administrator, keep the online Membership Directory up to date and oversee any printings of the Directory.
- Liaise with The Charlotte Symphony to provide volunteers for the Symphony as needed. Coordinate volunteer sign-ups with the Administrator.
- Serve on and attend the monthly meetings of The Guild's Board.
- Email consent agenda items and a summary of the oral report (to be delivered at the Board meeting) to the Secretary prior to Board meetings.

- Attend, support, and promote Guild functions, including Fundraising events.
- Submit a Membership budget to the Treasurer for the following fiscal year.
- Complete an end-of-year report for Membership using the form found in the Virtual Resource Guide.
- Meet with the incoming Vice President of Membership.

**QUALIFICATIONS AND SKILLS:** Knowledge of The Guild and its activities and mission. A friendly and welcoming demeanor.

**TRAINING, SUPPORT, AND RESOURCES:**

- President
- Past Vice Presidents
- Administrator
- Guild Virtual Resource Guide
- LAO Gold Award of Excellence
- Annual reports and files
- SOVA
- AMSOV