VP of Membership

The Vice President of Membership is responsible for managing membership records, tracking attendance, and ensuring accurate reporting of member participation throughout the semester. This individual will maintain the club's membership tracker, coordinate meeting attendance systems, and support engagement initiatives that encourage consistent member involvement.

Key Responsibilities:

1. **Membership Records & Tracker Management:**
    - Maintain and update the club's membership list and event/attendance tracker.
    - Manage membership payments, forms, and dues to ensure completeness of application for members.
    - Record attendance after each meeting and maintain organized records for reporting purposes.
    - Reconcile attendance records at the end of the semester.
2. **Engagement & Reporting**
    - Obtain raffle prizes for meetings by submitting purchase requests or reimbursement forms.
    - Take meeting minutes during events for SOC reports as needed..
    - Create RSVP forms for each meeting and manage sign-in systems to track attendance.

Qualifications:

- Strong organizational and record-keeping skills.
- Highly organized with the ability to manage multiple tasks and deadlines.
- Excellent attention to detail, especially for tracking membership and attendance data.
- Proficiency in Google Suite, email platforms, and general office software.
- Ability to manage recurring administrative tasks consistently throughout the semester.
- Professional demeanor and ability to interact with external firms, professors, and other professional contacts.
- Experience with or interest in student organizations, club leadership, or other management roles is a plus.