



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description
Last updated June 2012



2nd VICE PRESIDENT-MEMBERSHIP (elected in Nov. of EVEN years, term of office covers a two year period – 2011-2012; 2013-2014 etc.)

The 2nd Vice President-Membership shall be responsible for the acquisition of new members, to coordinate all membership applications and inform any applicants regarding organizational or administrative activities.

Preparation for each Membership Committee meeting. Prepare and send out agenda for each meeting.

1. Attend Executive Board meetings on Friday afternoon.
2. Preside over Membership Committee meeting Friday night.
3. Attend Executive Board meeting on Saturday morning and attend National Governor's meetings Saturday afternoon.
4. Be available to Governor's after each meeting to answer any questions. Prepare and send minutes to each RMD and NCCC National Secretary.
5. Answer correspondence from NCCC members.
6. Answer correspondence from non-NCCC members. Answer telephone calls on behalf of NCCC.
7. Process membership applications from members-at-large (through ads, etc.) Oversee membership applications from RMD's.
8. Send a Distribution List to Distribution Center.
9. Maintain an open dialogue with RMD's through calls, letters and email.
10. Prepare and oversee renewals with the data base. Process renewals at end of year
11. Write article for Blue Bars.
12. Attend Convention and be available for various commitments throughout the week.
13. Generate and review questionnaires.
14. Work with printing company to generate new brochures.

In addition, the Vice President of Membership has two assistants; Assistant to the Vice President of Membership and Distribution Center Manager.