

Vice President of + Membership Job Description



+ Mission Statement

Bringing together Remodelers, Builders, Skilled Craftsmen and related Industry Professionals to ensure quality work, encourage high standards and ethical practices within the remodeling industry. Continually strive to educate, mentor and connect remodeling specialists from all backgrounds.

+ Board of Directors Job Summary

The governing body of NARI of Silicon Valley is its Board of Directors. The Board is charged with performing the policy-making function, as well as giving strategic direction to the programs and activities of the association. As a member of the Board, a director has a fiduciary duty to the National Association of the Remodeling Industry, Silicon Valley Chapter, to act in good faith and in the best interests of the Association. **All Board Members shall serve a minimum of one term, which is defined as 2 years, except for the President.**

+ Board of Directors are responsible for:

- Basic knowledge of parliamentary procedure ([Robert's Rules of Order](#) or [Standard Code of Parliamentary Procedure](#)).
- Identifying any potential conflicts of interest for the organization including an annual review and signing of own annual conflict of interest and harassment policies.
- Knowledge of duty of care and duty of loyalty for the chapter (see annual board orientations &/or annual conflict of interest forms)
- General understanding of the [chapter's bylaws](#)
- General understanding of the [chapter's policy manual](#) especially these sections:
 - Solicitation Policy (page 4)
 - Working Atmosphere Policy (page 6)
 - Conflict of Interest (page 9)
 - Code of Ethics (page 13)
 - Board of Directors (pages 18-20)
- Reviewing board reports, committee reports, and/or other proposed action items before the meetings

- Respond to urgent action items or email board votes within the time requested by the President or Executive Director.
- Determining how the organization carries out its mission through long-term and short-term planning; additionally, evaluating the overall performance of the organization in achieving its mission.
- Adopting an annual budget and providing fiscal oversight.
- Establishing policies for the effective management of the organization.
- In partnership with the part-time Executive Director, recruiting for nomination, orienting, and developing new board members.
- Reporting to the President and the Board of Directors as a whole.
- Being members (or employees of members) of the local NARI chapter in good standing.
- Attending most Chapter events, Holiday Gala, etc.

+ Benefits from serving on the Board of Directors

1. Improve team leadership qualities.
 2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
 3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
 4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
 5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.
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+ The responsibilities of the Vice President of Membership include:

- Being responsible for helping the chapter to attract new members regularly, as well as retain existing members.
- Organizing special member recruitment campaigns, working with Executive Director and with the NARI National office.
- Overseeing or works in collaboration with the Membership Committee Chair(s), which is responsible for following up on prospective members monthly, contacting non-renewing members, reviewing new membership applications, contacting existing members regularly to help retention.
- If no committee exists, then the Vice President will need to take on the tasks of the committee. See the Committee job description.***
- Reporting to Board monthly on status of membership in the chapter, coordinating with Executive Director.
- Creating ongoing promotions of new members and renewing members.
- Creating policies and strategic planning of action items for the committee in collaboration with the Membership Committee Chair(s).
- The expectation of making phone calls to a portion of membership for events/fundraisers.
- Ensuring that this position and committee are organized as is necessary to insure a smooth transition for the successor.**

Other duties as prescribed by the Board.

+ The qualifications of the Vice President of Membership include:

- Ability to be self-motivated, take initiative, and use of available resources to be fully trained in the position within 6 months of the start date (e.g. visit local & National websites for information, use of own or NARISV provided planning documents, and ask questions of other board members & Executive Director).
- Having served on the Board or on a Committee during current year and/or must have attended 50% of Board meetings during current year.
- A strong desire to see the chapter grow by raising the value and relevance of membership for NARI members and prospective members.
- Ability to head up the committee effectively, make and follow up on plans, maintain complete confidentiality with applications, and delegate.
- Being a friendly, outgoing personality is a plus!**
- Ability to do 1:1 or small group prospective member or new member orientations.

+ The financial and resources development expectations:

- Outreach and encourage registration of members and guests for chapter events.
- Recruit event sponsors if possible.
- Identify and assist in the cultivation of new/renewing members.

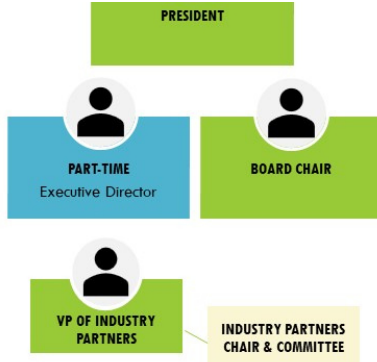
+ Time Demands (approximate)

| Time Commitment | Details |
|---------------------|---|
| 1.5-2 hours a month | Attend Board meetings; must attend at least 9 Board Meetings per year. |
| 3 hours a month | Attend Chapter Meeting (usually right after Board mtg); must attend 50% of Board meetings during current year. |
| 1-2 times a year | All Board members are required to attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter |

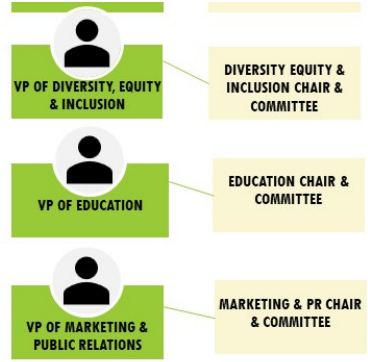




PROGRAMS CHAIR & COMMITTEE



INDUSTRY PARTNERS CHAIR & COMMITTEE



DIVERSITY EQUITY & INCLUSION CHAIR & COMMITTEE

EDUCATION CHAIR & COMMITTEE

MARKETING & PR CHAIR & COMMITTEE