

Vice President for Membership

The Vice President for membership is an appointed position by the Chapter President. He/she is the primary person responsible for managing and directing membership drives for the Chapter.

Responsibilities include:

- Conduct membership drives at Chapter events including:
 - AF Ball
 - SnoFest
 - Space Warfare Symposium
 - Retiree Appreciation Luncheon and Picnics
 - Base Picnics
- Provide complimentary 1-year memberships to all local military Quarterly and Annual award winners (Salute Program)
- Be thoroughly familiar with the AFA National Field Operating Guide (FOG), specifically Chapter 12 and all reporting requirements
- Adhere to and support all AFA National directives on membership quotas
- Maintain Chapter roster and listing from AFA National of all chapter members
- Provide monthly statistics on membership status at the Chapter meetings
- Provide quarterly membership statistics to the President and Executive VP for inclusion in the Quarterly Report:
 - New members
 - Renewed members
 - Total Chapter members
- Ensure all Chapter officers are current members; notify all whose memberships are expired or about to expire.
- Track congressional membership status and work with AFA national to ensure all nationally elected officials are provided a free AFA membership.

- Maintain a Continuity Folder of how this job is performed. This will assist the successor in learning this job