

Job Description: Second Vice-President for Membership

The duties of the Second Vice-President for Membership include, but are not limited to the following:

- Attend quarterly board meetings
- Lead the annual membership drive
- Manage the membership directory and reports
- Track membership trends
- **Serve as liaison for the JGSC library collection and related services**
- Oversee and direct partnership programs and activities
- Chair the membership committee
- Perform such duties as assigned by the President or the Board of Trustees

Reports to: president and board and works with other officers and webmaster

Estimated time/week: 5-10 hours

Documents are in Word, Excel and in AffiniPay (which can be downloaded to Excel)