

Position: AVP Membership, Records and Policies

Description: Assist VP Membership in the area of Records and Policies

- Records keeper for business meetings, chapter meetings, board meetings.
  - Soft copy of meeting minutes sent to VP Membership and President within one week of event.
- Establish and maintain policies for membership rights and privileges
  - Evaluate if prior guidelines exist;
  - Update or create draft guidelines
- Identify members with longevity in the FWPMI chapter
  - Breakdown by month
  - Evaluate suitable token gifts given at chapter meetings
- Job board/employment search
  - Interface with VP Communications to develop a job search for;
    - Employers posting jobs (connection to job search engines)
    - Job leads provided by members
    - People looking for project management positions