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# Palm Harbor Newcomers Club

## VICE PRESIDENT-MEMBERSHIP – EXECUTIVE BOARD/ BOARD OF DIRECTORS

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### Term of Office:

One year: June 1 to May 31.  
May be elected to one  
additional consecutive term.

### Purpose:

Monitor and maintain  
membership records and  
serve as backup to the  
President

### Qualifications:

- Be no more than a seven-year member of PHNC at the time of first election.
- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

### Reports To:

PHNC Executive Board,  
and General Membership

### Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the Executive Board and Board of Directors.
- Chair the Nominating Committee.
- Serve as a member of the Budget Committee.
- As necessary, submit budget requests for the position.
- Attend all Executive Board, Board of Directors and General Membership meetings.
- In the absence or disability of the President, prepare and distribute Executive Board, Board of Directors and General Membership meeting agendas at least three days in advance of meetings.
- In the absence or disability of the President, preside at meetings of the Executive Board, Board of Directors and General Membership.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Welcome new members and distribute New Member Manuals.
- Plan and implement periodic new member acclimation events.
- Working with the website team and treasurer ensure member data in Gravity Forms and MemberPress are in synch and any anomalies in the website directory or membership data are identified and corrected
- As necessary, sign contracts and other binding agreements in the name of and on behalf of PHNC.
- As necessary, write checks in the absence or unavailability of the Treasurer.
- Respond to website “Contact Us” submissions for membership in a timely manner and update the entry to show action taken.
- Delegate tasks as appropriate.
- Maintain regular communication with the President, Executive Board and Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- With input from the Executive Board, select and present the outgoing President with a gift on behalf of the Club as provided for in the approved budget.
- Pass on materials, supplies and records and train successor.