



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

A Member of Legal Secretaries, Incorporated
("LSI[®]")

P.O. Box 90509
San Jose, CA 95109-3627
Organized 1940
www.sccolpa.org

VICE-PRESIDENT MEMBERSHIP

Summary of duties:

- The Vice President of Membership presides at all meetings of this Association and its Executive Committee in the absence of the President.
- The Vice President of Membership serves as the Membership Chairman and performs such other duties as ordinarily pertain to this office or as may be assigned by the President and Executive Committee.
- The Vice President of Membership shall assist the CEC Coordinator with presentations at local learning institutions and shall serve as the liaison to and maintain contact with local community colleges and/or universities.
- The Vice President of Membership, upon receipt of all new membership applications, renewal applications, and notices of address changes, shall email copies to the President and Treasurer for review prior to forwarding to the Executive Committee. Upon distribution to the Executive Committee, the Vice President of Membership shall move to approve the new members. Once approved, the Vice President of Membership shall send a "welcome" email to the new members.
- The Vice President of Membership shall update all membership and email rosters and shall distribute updated rosters to the Executive Committee and Chairmen each time the rosters are updated. The Vice President of Membership shall forward a PDF of the membership roster to the Webmaster for posting on the website.
- The Vice President of Membership shall nominate and make a motion for the Spotlight Member of the Month; prepare the biography and submit a picture to the Editor of The Advance Sheet no later than the 26th of each month. The Vice President of Membership will prepare the Certificate of Recognition (in a folder) and present it to the recipient at the Monthly Membership Dinner Meetings. Note that there are no Spotlight Members for the months of December (Holiday Party) and April (Annual Installation.)
- Report monthly to the President, via email.
- Respond quarterly to LSI counterpart.

Time commitment: Heavy.