

**LEA COUNTY WOMEN'S NETWORK
BASIC RESPONSIBILITIES
1ST Vice-President ~~ Charge of Membership**

1st Vice President ~ in Charge of membership shall perform the duties listed below. Other duties may be added as we become more proficient using the website to promote the Women's Network and at the suggestion and approval of the President and the Board of Directors.

Term of office is from January 1 through December 31 in year following election of office in October.

- **All membership data shall be maintained on the LCWN website**
- **Maintain all additions and deletions to the membership database**
- **Maintain Membership Manager to website**
- **Provide support to members regarding access and use of website**
 - **Send welcoming letter to new member**
 - **Send information on L.C.W.N. website to address their information**
 - **Helping new members update information and uploading their picture**
- **Provide a list of new members each month to the Board of Directors**
- **Continue on-going membership recruitment**
 - **Bringing membership forms to luncheons**

- **Notify members of 1st Dues Notice by November 30 each year – this may be done by email through the website ~ thus eliminating sending out renewal notices resulting in savings of paper and postage.**
- **Notify members of 2nd Dues Notice by February 1 each year in same manner**
- **Organize the Annual meeting and Awards Banquet.**
- **Will attend the monthly Board Meeting regularly**
 - **Will send proxy when you can't attend**
 - **Will notify the President when you can't attend**
- **The 1st Vice-President shall appoint a person or persons to help her fulfill the duties of this office.**

**** There will no longer be an annual copy of the membership directory ~ a membership roster may be downloaded by members from the website.**