

## **Second Vice President (Membership) Duties and Checklist:**

From the TVKC ByLaws. DUTIES OF THE SECOND VICE-PRESIDENT - The Second Vice-President shall exercise the functions of the President in the absence or disability of the President and First Vice-President. The Second Vice-President is responsible for member services that include keeping a roll of members with their addresses, maintaining attendance records as required, introducing new members, and providing new members with appropriate documents. The Second Vice-President shall complete other duties as directed by the Board of Directors.

### **TVKC Memberships are received two ways**

- Paper membership form and payment; send receipt (email with information)
- Online membership with PayPal; send email acknowledging transaction

### **Keep track of Money Received**

- Log checks and amounts in an Excel file send deposit record to Treasurer
- Always send a detailed emailed receipt to check writer
- Deposit funds at least once a week (Mt. McKinley Bank)

### **Keep Track of Membership Information**

- Enter information into membership databases; be sure the lists are up-to-date on the web site (send list to Electronics Communication Director at TVKCElecComm@gmail.com)
  - Long list includes contact information, interests and breed information, year joined.
  - Short list only includes contact information.
  - AKC list of all members; to be submitted to AKC each year – Membership chair accesses AKC website to upload current membership list (requires access code).
  - QUORUM list; Names of current members 18 years or older who live within the Fairbanks North Star Borough.
  - Input names on lists per interest and give to membership chairs.
  - Update Members Breeders information list.

### **Where to collect Memberships**

- Most are on the website with PayPal.
- Some are sent to PO Box: get from Corresponding Secretary •
- Bring forms to TVKC general meetings and events.
- Bring forms to first two general education class meetings.
- Bring forms to Run-throughs.

### **Membership Cards and Stationery**

- Have cards printed up yearly at Date-Line Copy (they have template). Prior to annual membership due date.

- Once a year a new password (you make it up) is used to access the members only section on the TVKC Website. This password is printed on the membership card.
- Mail membership cards to members or give out at meetings or events. Keep first – class stamps and regular and note size stationary with TVKC letterhead
- Order stationary from Date-Line Copy

### New Memberships

- New members get a welcome letter, rack card and membership card(s)
- Important: Give new member email address(es) to electronic communications person (TVKCElecComm@gmail.com) so new member(s) will receive all general communications from the club
- Give committee chairs names of new members per interest.

### **Daily:**

- [ ] Check email and respond.
  - [ ] Update membership lists. Most are in September.
- Note: Lifetime members (LT) do not pay membership dues.

### **Weekly:**

- [ ] Deposit money and log amounts on bank deposit list and Current fiscal year list.
- [ ] Email Treasurer banks deposit receipt.
- [ ] Send updated membership lists to electronics person to upload to website.
- [ ] Send committee chairs names and emails of new members with specific interests..
- [ ] Check website for current membership lists.

### **Monthly:**

- [ ] Attend board meetings.

### **Annually:**

- [ ] Attend Annual Meeting. (1<sup>st</sup> Wednesday in September) Bring current membership list to verify quorum.
- [ ] Update AKC membership list to the AKC website. Special access code used to upload information.
- [ ] Update Member Breeders information – coordinate with electronics communications director.
- [ ] Order new membership cards at Date-Line Copy.
- [ ] Order stationary and rackcards.

### **As needed:**

- [ ] Attend meetings.
- [ ] Represent the club publicly and privately as needed.
- [ ] Update rabies and waiver list.