

## **RESPONSIBILITIES OF THE VICE PRESIDENT FOR MEMBERSHIP**

Bylaws: ARTICLE V, Section 6

Chair of the Membership Committee which consists of the ten zone membership chairs.

Elected Officer

1. Shall call and conduct all meetings of the Membership Committee and provide leadership and guidance for all zone chairs.
2. Shall lead the Committee in developing plans, goals, and objectives for recruiting new members, retaining current members, and reducing the number of non-paid members.
3. Shall provide training for zone chairs in the latest techniques necessary to attain the goals and objectives set forth by the Committee.
4. Shall maintain a good working relationship with the zone chairs in order to exchange ideas and methods for increasing membership and improving the Association in general.
5. Shall attend zone meetings, when requested by the zone president, to promote and encourage membership activities.
6. Shall present a written and oral report at each Executive Board Meeting.
7. Shall provide an annual written and oral membership report to the delegates at the Annual Meeting.
8. Shall write a membership article for each issue of *YORK STATE*.
9. Shall perform other duties as may be assigned by the President.

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What may seem like wasted space in this spot is intended to provide integrity to the material on the pages following.

## **RESPONSIBILITIES OF ZONE MEMBERSHIP CHAIR**

1. Shall attend all meetings of the NYSRTA Membership Committee.
2. Shall call and conduct meetings and provide leadership training and guidance for all unit membership chairs.
3. Shall maintain the records of all NYSRTA members in their zone. Records include: membership type (annual, life, 90+, spouse), address, phone number, date of birth, year retired and membership number. This record is sent to all zone membership chairs annually by the Albany Office.
4. Shall maintain a list of the names and addresses of the unit chairs in the zone.
5. Shall maintain a list of the schools districts, colleges, universities, parochial schools, Charter schools and BOCES districts, including the name and address of the chief executive office of those institutions, within each unit of the zone.
6. Shall prepare a letter, to be sent to the chief executive officer of those institutions, requesting the names and addresses of those educators who have retired or who will retire by June 30th. This letter may be sent by the unit chairs. Copies of the names obtained should be forwarded to the Albany Office for future use by the Member Services Director.
7. Shall prepare a letter to be sent, accompanied by a membership application, to all new eligible retirees inviting them to join NYSRTA. The unit chairs may send this invitation.
8. Shall send lists of new members to the appropriate unit chairs and unit presidents on a monthly basis.
9. Shall maintain a list of zone retirees who did not join NYSRTA.
10. Shall send follow-up letters to the *non-paid one year* members. The Albany Office sends this list to the zone chairs monthly. (subject to revision)
11. Shall inform unit membership chairs of all changes in membership information which includes name, address, phone number(s), marital status and death.
12. Shall notify the Albany Office of any and all changes in membership Information that occur in the zone throughout the year, including but not limited to: name, address, phone number(s), marital status and death.
13. Shall keep abreast of services provided by NYSRTA and inform unit chairs and members of these services.
14. Shall maintain and update the Membership Toolkit Notebook provided by the Albany Office to all zone membership chairs and their successors.
15. In zones without units, shall perform the applicable duties assigned to unit chairs.

## **RESPONSIBILITIES OF UNIT MEMBERSHIP CHAIR**

1. Shall maintain accurate records of the members within the unit.
2. Shall maintain an accurate and up-to-date list of the educational institutions located within their Unit.
3. Shall send a letter of invitation to prospective members, along with a membership application to join NYSRTA, as soon as the new retiree lists are available from the zone membership chair. Only the official NYSRTA application is to be used. In smaller zones, the zone membership chair completes this task.
4. Shall receive monthly lists of new members from the zone membership chair. This list should be checked against the list of new retirees and an alphabetical list of those new retirees who do not join NYSRTA should be forwarded to the zone chair so that a follow up letter may be sent. .
5. Shall receive names of *non-paid one year* members sent from the Albany Office to the zone membership chair and forwarded to the unit chairs. This list is to be used to regain lost members.
6. Shall notify the zone membership chair and the Albany Office of all pertinent membership changes that occur in the unit during the year. This would include name, address, phone number(s), marital status, and death.
7. Shall promote and encourage all unit members to be members of NYSRTA. The database of unit members should be checked against the list of NYSRTA members within the unit to identify and contact those unit members who are not members of NYSRTA.
8. Shall keep abreast of services provided by NYSRTA and inform members of these services.
9. Shall identify retirees of past years who have not joined NYSRTA and send letters of invitation to join along with a membership application.
10. Shall follow up written invitations to join NYSRTA by telephone calls and/or personal contact of prospective members.

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