

**APA Florida Executive Committee
Vice-President Membership Services Duties**

By-Laws Description

ARTICLE VII - DUTIES OF EXECUTIVE COMMITTEE MEMBERS

5. Vice-President for Membership Services (VPMS)

The primary responsibility of the **VPMS** shall be to serve the needs of the Membership at both the Chapter and Section level. Duties shall include the following:

- a) Develop and coordinate activities to increase the number of new members and retain current members;
- b) Assist Sections with membership drive functions;
- c) Prepare marketing materials that promote membership in and awareness of APA Florida;
- e) Develop activities that promote advertising in APA Florida print and online media;
- g) Carry out any other duties assigned by the President.

ARTICLE IX – COMMITTEES

3. Conference Committee

- a) The Conference Committee shall consist of the Vice President for Conference Affairs, the Vice President for Professional Development, the VPCM, the **Vice President for Membership Services**, the Vice President for Section Affairs, the Vice President for Communications, the Chair of the host Section, the Executive Director, and other such members as may be appointed by the President.
- b) The Chair of the Section hosting the conference and the Vice President for Conference Affairs shall be the Conference Co-Chairs.
- c) The Committee shall plan and prepare the annual conference with the assistance of the Section host committee and the Chapter office.

8. Young Planners Group (YPG) Committee

- a) The committee shall consist of the YPG Representative, YPG Co-Chair, YPG Section Ambassadors, YPG Immediate Past-Chair, **Vice-President for Membership Services**, Student Representative and other position(s) as determined by the Chapter President.
- b) The purpose of the YPG Committee shall be to provide young planners in the state of Florida with guidance, resources and professional development opportunities so that they can excel individually and lead collectively in the field of planning.
- c) The committee shall plan and prepare an annual work plan, budget, and other corresponding activities that further the professional interests of the Chapter's YPG membership in accordance with the mission of APA and the Chapter. The documents shall be submitted to the Executive Committee for final approval.

Duties Common to all Executive Committee Members

- Attend all quarterly Executive Committee meetings and biennial retreat. Note: APA Florida does not reimburse members for expenses related to attendance.

- Provide updates on activities for inclusion in the agenda packet of each Executive Committee meeting.
- Maintain certification maintenance-related pages of the APA Florida website.
- Serve on Committees. [See Bylaws for list of committees for your position.]
- Review and implement SOP goals as assigned.
- Implement strategies as assigned in Membership Strategy.
- Actively participate in local Section activities to ensure an understanding of the local section and member needs.