VICE PRESIDENT FOR MEMBERSHIP

Revised 2022

Bylaws Article VII –Officers

 Section 1. C. The Vice President for Membership shall be responsible for Association business pertaining to OMTA membership and shall chair the Membership Committee.

1. Keep the online Membership Directory updated (Beverly Fitch will continue).

2. New Member Recruitment - Write a welcome letter to each new member via email.

3. Electronically send new members, and changes in MTNA certification, address, etc. to the Communications Committee. (Beverly)

4. Chair the Membership Committee which meets once a year prior to the OMTA conference (may call other meetings as needed). Form subcommittees as needed to foster recruitment and retention of members. Suggestions: new member recruitment, new member follow-up, membership retentions, membership data entry.

5. Give a report at each OMTA Board Meeting including activity from Membership

Committee and subcommittee meetings and membership changes since the previous

Board Meeting. Provide electronic report to the Board. Include a list of members who have passed away.

6. Send information to OMTA Communications Committee for insertion in Constant Contact. Suggestions:

1. List new members
2. Congratulate newly certified MTNA teachers (NCTM)
3. Contact President for list of members who have passed away. (Donations are made to MTNA Foundation for a member’s spouse, parent, or child who has passed away.)

7. Notify MTNA when a member is awarded Honorary Life Membership (a President who has served a 2-year term is automatically granted Honorary Life Membership)

8. Ask Terri Hlubek to order 50-year Membership Awards for the state conference from Midwest Trophy in OKC, (405-670-4545/Bobby Thomas). Notify honorees of award.

9. Order brochures from MTNA for the state conference registration table

10. Encourage teachers to become MTNA certified

11. Organize the Advisory Council of Young Professionals

Calendar

January Attend OMTA State Board Meeting and make report- submit digital board report

March 15 Order trophies for 50 year members from Midwest Trophy (OKC)

April/ May Order MTNA brochures for state conference

May/June Attend state conference

 Chair Membership Committee

 Promote MTNA certification at registration

 Recognize new members

At conference banquet or luncheon (whichever the President-elect chooses)

read names and towns of members who have died since the last conference. (Requested from President)

Honor 50 year members with trophy and complimentary dinners at the Banquet. (Receive 1 ticket + 1 for guest)

Following the conference, write a personal letter to any 50 year honorees who could *not* attend. Include copy of the conference program and the award if it cannot be delivered in person.

\*Check *Policies and Procedures* for more information

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.