

## Data Base Manager

- Maintains a data base of current and past members
- Maintains a data base of KIA/MIA and deceased members
- Receives application forms and enters data into computer
- Receives list of members who have paid dues and enters data into computer
- Provides print out of members for annual directory
- Provides print out of members names on mail labels for newsletters and reunion
- Provides print out of members who have not paid dues, on mail labels, to allow Membership Committee to contact with reminder.
- Provides print out of members name tags for reunion
- Provides print out of sorted data to members upon request

## Membership Chairman

- Receives application form and retains in file until new directory is published. Once data is checked, the application form is retired to historical file.
- Maintains a master list of membership numbers
- Issues new members a certificate and card
- Attempts to contact new members by mail outs to other organizations mail list and in coordination with the PR Chairman
- Answers request for information about the VHPA with a form letter and application
- Makes post card mail out in November to any member who has not paid annual dues

## Arrangement Chairman

- Selects hotel and meeting site for annual reunion and business meeting
- Arranges for after dinner speaker and/or entertainment
- Prepares an agenda for the annual reunion
- Makes a mail out of information, registration forms, etc. to all members

## Nominating Chairman

- Through the newsletter seeks candidates for election to office
- Prepares a slate of candidates each year for the incumbent offices
- Conducts the election portion of the annual business meeting
- After the annual meeting prepare a roster of VHPA officers with addresses and phone numbers

- Public Relations Chairman
- Prepare news releases about the VHPA and attempt to obtain the maximum press coverage at the annual meeting
  - Prepare notices for publications so as to contact new members
  - Assist in the writing of the VHPA newsletter
  - Be cognizant of other organizations meetings and reunions which are of interest so that we can contact new members
  - Maintain a scrap book of VHPA memorabilia