**Vice President for Communications and Membership**

**Higher Education User Group**

**Purpose**The HEUG is governed by a Board of Directors. The Board consists of sixteen Directors elected by the HEUG membership, on to five Directors appointed by the HEUG President with the approval of the Board, and the Past President. Elected Directors serve for a term of three years and may serve no more than two consecutive terms. The President of the HEUG is elected by the Board of Directors for a one-year term, and may serve at most two terms as President. The remaining Officers of the Board are nominated by the President and approved by the Board, and consist of the following:

* Vice President for Communications and Membership
* Vice President for Community Development
* Vice President for Products
* Vice President for Technology
* Vice President for Administration
* Vice President Finance/Treasurer
* Secretary
* Alliance Conference Chair
* Executive Director (non-voting)

This description addresses the role of the Vice President of Communication and Membership

**Key Responsibilities**

Specific to this role:

* Work with Socious staff in oversight of aspects of membership and communications including:
	+ HEUG.Online
	+ Mobile Application
	+ Communication & Social Media Plan
	+ Membership Management
		- Including Dues Management, Retention and Member Satisfaction
	+ Annual Report
* Primary Budget oversight for a number of areas
	+ YPG and Volunteer group budgets
	+ Mobile application contracts and budget
	+ HEUG.Online /custom Socious
	+ Telecommunications & Webinars
	+ Promotional items and booth space for conferences.
	+ Socious Membership services contract
* Chair the communications committee and run the monthly committee calls
* In collaboration with Socious staff create, monitor and adjust annual work plan

All Officers responsibilities

* Attends monthly Board conference calls
* Attends monthly Executive Officers conference calls
* Attends 3 in person board meetings (including Alliance)
* Attends up to 3 of Executive Officers meetings
* Prepares and recommends budget for area of responsibility
* Reviews and approves expenses related to their budget
* Reviews financial reports monthly
* Files personal expense reports within 30 of days after expense/event occurs