

Vice President for Community Partners

The Vice President for Community Partners is an appointed position by the Chapter president. He/she is the primary person responsible for enrolling and renewing members and businesses in the local community as Community Partners (CP). It is recommended that assistants be acquired to help out with the amount of recordkeeping associated with this program.

Responsibilities include:

- Act as primary advocate for all CPs within the Chapter and the local community
- Make personal contact with prospective Community Partners and inform and educate them of the benefits of being a CP
- Assist CPs in the enrollment process
- Inform Treasurer of each new CP and forward all checks/credit card payments
- Obtain all possible CP informational documentation from AFA National
- Solicit and receive recommendations of prospective PC from the Chapter membership
- Track all current CP memberships and initiate renewal discussions prior to expiration
- Keep a current listing of all Chapter CPs
- Provide the Chapter President, Executive VP, Treasurer, and VP for Membership quarterly statistics on:
 - New CPs
 - Renewed CPs
 - Total CPs
- Act as primary Chapter liaison with AFA National on all CP matters
 - Provide monthly/quarterly (as required by AFA National policies) CP statistics
 - Order and maintain a bench stock of CP plaques and yearly Buttons, and certificates (if used) for presentation purposes
 - Update National on change of addresses or changes in membership
- Work with the VP for Plans & Programs on the Annual Community Partner and Chapter Awards Reception
- Primary lead on planning and scheduling the Community Partner and Chapter Awards Reception event
 - Coordinate with the President, Executive VP, and VP for Plans& Programs on:
 - Schedule
 - Location
 - Menu
 - Agenda
- Accomplish all required and associated paperwork for CP enrollment per

AFA National and Chapter requirements

- Maintain the Chapter website Partners listing for currency and accuracy
- Provide CP corporate logos to the VP for Communication for inclusion in the newsletters and Chapter website
- Ensure all CPs are recognized in every event program such as:
 - AFA Ball
 - Space Warfare Symposium
 - All other events

- Maintain a Continuity Folder of how this job is performed. This will assist the successor in learning this job.