

FUNCTION:

The Vice-President maintains the membership list and is responsible for membership promotion.

The Vice-President's duties also include (but are not limited to):

- Verifying the eligibility of nominated members to sit as a Director of the Association,
- Present candidates for Emeritus status to the Board.

TERM:

The Vice-President is elected to the Executive Committee for a two-year term and is eligible for re-election, but to no more than two consecutive terms in the same position.

REQUIREMENTS / QUALIFICATIONS:

- Must be an active practitioner of institutional research, planning and assessment in a Canadian setting.
- Must commit to attend all annual conferences during their term of office.
- Must commit to attend all mid-term Board meetings during their term of office.
- Prepare for and participate in discussion and deliberations of the Board.
- Be familiar with the Association's financial policies and procedures.
- Have good communication and written skills.
- Have knowledge of, or a willingness to learn, the Constitution, the By-laws and the activities of the Association, and publicly support them.

DUTIES:

- Maintenance of the membership databases¹ and listserv including renewals, additions and deactivations to the database and hiring and training an individual to provide data entry services.
- Promote membership renewal campaign to current and prior-year members.
- After the conference, advise members who have not attended conference that their membership will expire.
- Advise members who have not renewed their membership that it has expired.
- Delete them from the listserv.
- Solicitation of new memberships.
- Respond to queries received from the listserv.
- Recommend candidates for Emeritus Status (policies/procedures pending).

¹ There are 3 components: 1) CIRPA's primary database, hosted by AIR. 2) An Excel spreadsheet maintained by the Vice-President; input for this spreadsheet is based on records compiled at conference registration and membership renewals received by the Treasurer. 3) The listserv database