

## VMBA OFFICE ROLES AND RESPONSIBILITIES

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<ul style="list-style-type: none"> <li>• Strategy</li> <li>• New Initiatives</li> <li>• Team Direction &amp; Management</li> <li>• Review &amp; signoff</li> <li>• Advocacy</li> <li>• Public land manager relations</li> <li>• Major partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter Admin. Support - taxes, IRS/VT compliancy</li> <li>• New Chapter start-up</li> <li>• Insurance</li> <li>• Payroll</li> <li>• Accounting</li> <li>• Marketing &amp; Comms</li> <li>• Ambassadors</li> <li>• Marketing</li> <li>• DEI Committee Chair</li> </ul>	<ul style="list-style-type: none"> <li>• Partnerships</li> <li>• Sponsorships</li> <li>• DH in VT</li> <li>• Reward Volunteers</li> <li>• Member Benefits</li> <li>• Retailers Alliance</li> <li>• Events (w/ support)</li> </ul>	<ul style="list-style-type: none"> <li>• Membership Fulfillment - packets and mailings</li> <li>• Membership Support</li> <li>• Office Administration</li> <li>• Asset Management</li> <li>• Project Support</li> <li>• Chapter sponsored memberships</li> <li>• Chapter Resource Library maintenance</li> <li>• Website maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Run DEI Committee meetings</li> <li>• Manage DEI initiatives</li> <li>• DEI funding applications</li> <li>• DEI Chapter Support</li> </ul>