

Vice Madam Procedures

The Vice President (who may also use the title of “Vice Madam”) is the first person in the line of succession to become the new President (Madam) upon the death, resignation, disability, or removal of the President.

The Vice President (Vice Madam) shall:

1. Act as the President in the President’s absence and fulfill such duties as may be assigned by the President or Executive Board.
2. Work with the other Board Members to secure locations for General Membership Meetings (try to stay on the 2nd Monday of the Month). American Legion will hold their meeting space for us for Monday’s if we choose to be there. (Summertime meetings are smaller – review previous minutes for locations previously used)
3. At general meetings:
 - a) Organize membership committee to be present and sign in new and renewing members.
 - b) Call Girls (volunteered from previous meeting) need to be given instructions. They are to bring the 50/50 Raffle and Food Pantry Collection around to the members to participate. They also assist with passing around any sign-up sheets or other items that need to be passed around the members.
 - c) New Member Ceremony – Ask new (1st time members) to join you in front of the general members to introduce themselves. Each New Member should provide: Name, Where are they From and Why did they want to become a “Hooker” The Madam will have them recite the Matlacha Hooker Oath
 - d) Recognize birthdays (Current Month)
 - e) Thank the call girls at this meeting and ask for call girls for the next meeting.
 - f) Give report as chair of Membership Committee. Report As follows:
 - 1) Total in attendance for meeting
 - 2) How many Total Members
 - 3) How many NEW Members
4. Serve as Chair of the Membership Committee.
 - a) Have at least two committee members present at the meetings by 5:15 to take all new applications and renewals.

They will:

 - 1) Make sure the applications/renewals are filled completely.
 - 2) Collect the dues and paper clip the dues to the application/renewal forms.
 - 3) After application & dues received, give new members their membership packets.

- 4) Make two lists of new members with their phone numbers; (1) for the VP to use introducing them at the meeting; (2) for the secretary for her minutes.
- 5) Before the end of the meeting give the list of names and payments to treasurer.

Example: Name/New or Renew Dues/Name Tag order/Amount Paid/Type of Payment.

- b) The Vice Madam at the meeting should introduce herself to all new members, letting them know what is in their new member packet and advise that her contact info for any questions or concerns is included. Vice may also have them reach out to her committee as well (this contact info should be in the new member packet)
 - c) If the Vice Madam is not at the general meeting, she should call the new members and do the introduction via phone or email.
 - d) If new members join by mail or online. The Vice Madam should call new members to introduce herself and offer to email or mail out new member packet if they are unable to come to a meeting.
 - e) For renewals by mail or online, membership committee will need to send “What to Know” document via email or by mail. Verifying all contact info for the database.
 - f) Any questions about the information provided by members should be addressed by the membership committee so that the correct information is added to the database.
 - g) All Member information is added to the current year database. This database is a google spreadsheet and the Vice Madam and her committee will need to get invited by the Secretary for access. Vice and Webmistress will need to communicate on how to work together on the database so new and renewing members are included into the website for newsletters.
 - h) Coordinate a New Member Mixer at least every other month in season. Any place locally on the island or the cape. A way for new members to get to know the organization and meet other members. While also showing our patronage to a local establishment.
5. Oversee the annual Hooker Appreciation Party – bringing the matter of the annual party to the board for discussion and a decision on how to handle it. (Can be done as the Annual meeting either paid dinner at Christmas meeting or a separate event – Has been done previously in April)

6. Order the gold number charm for the outgoing Madam, in August to give the store time to include our order with their larger orders, which saves us cost & shipping. *(Call Coletta at 239-656-4653, who is our contact at the Gold Miner, located at 4421 Hancock Bridge Parkway (East of Del Prado by a few miles), in Cape Coral 33903.) Just tell Coletta you are with the Matlacha Hookers, and she will know what we have ordered in the past. (She is a friend of Nancy Goodwin, our founder.)*
 - a) If the Madam is in a second year as the same # Madam, arrange for a something special for her, like a gift/basket, etc.