



IN TRENTON WE MEAN BUSINESS!

TBA Vice President Job Description-Adopted Amends Article VII-Officers 12/9/04

Responsibilities:

- Actively recruit new members
- Follow up on all potential members as directed by board
- Update Biz Directory Yearly with Park & Rec
- Send correspondence/applications on TBA letterhead
- Help run TBA booths at various Business/Social Events
- Coordinate thank you's and watching you notes to proper board members
- Conduct annual survey and provide results within one month
- Provide ideas, comments, suggestions for advancement of TBA at meetings
- Run monthly board and/or member meeting in absence of President