

Membership Chair (appointed)

Term: One year

Time Required: 2 to 3 hours per month average; April-June, 6-8 hours per week

Overall Responsibility: Recruit and retain an active, diverse AAUW Ashland Branch membership

Responsibilities:

- Lead a Membership Team that is focused on recruiting new members, providing support and resources for new members (including orientations and other events and welcome materials), and retaining current members
- Create and present to the Board an annual Membership plan that lays out a strategy for recruiting and retaining members
- Coordinate with other teams and team chairs regarding membership issues and updates. This includes communicating as needed with the Assistant Financial Officer (Dues and Donations), the Communications Chair, the Directory Editor, the Newsletter Team, and the Public Relations Coordinator
- Maintain a complete, current, and accurate member database
- Coordinate with the Directory Editor to ensure that the member directory is current, accurate, and distributed to the membership in a timely way
- Distribute membership interest and skills information garnered from the renewal forms to appropriate Team Chairs so they can follow up
- Write a monthly update for the newsletter
- Submit regular reports of membership activities to the Board
- Serve on the Nominating Committee
- Serve on the Board

Qualifications:

- Ability to communicate effectively with prospective members
- Ability to use Excel or another spreadsheet program for database management
- Ability to use email and enter information into the National website