

Membership Chair (appointed)

Term: Two years

Time Required: 5 hours per month average

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

Responsibilities:

- Lead a membership team that is focused on recruiting new members and provides resources such as orientation activities. Sponsor and organize membership engagement activities for all members
- Maintain a current and accurate member database
- Coordinate with the dues and donations chair, the communications chair, the website directory coordinator and the Vision editors
- Write a monthly update for the Vision newsletter that introduces new members
- Provide a membership table at branch meetings and staff with greeters. With your team, provide check-in sheets and nametags. Welcome new members and introduce them at the meeting.
- Serve on the Board
- Serve on the Nominating Committee

Qualifications:

- Ability to communicate effectively with prospective members
- Ability to use spreadsheet programs for database management
- Ability to use the National AAUW Hub on the website to access and enter membership data.