



## **JOB DESCRIPTION: MEMBERSHIP CHAIR**

**Role:** The Membership Chair is responsible for directing the LWVSFC's efforts to recruit and retain members. The Membership Chair keeps all membership information updated in National database. Provides League orientation to new members.

### **Responsibilities:**

1. Maintain LWVUS/LWVSFC membership database and membership records.
  - Maintain up-to-date membership data in the LWVUS (national) database.
  - "True up" the membership data prior to the annual January 31<sup>st</sup> PMP count.
  - Direct annual membership dues renewal communications and collection.
  - Oversee the continuous updating of the LWVSFC Membership Roster on the League computer.
  - Communicate new member contact info to Constant Contact coordinator and VOTER publisher.
  - Email the updated LWVSFC Membership Roster to the membership periodically.
  - Include the updated Membership Roster document in the New Member Packet.
  
2. Oversee membership recruitment and retention activities.
  - Work with the board to review the LWVSFC's membership goals and determine action steps for the year.
  - Encourage recruitment of new members by all current members.
  - Respond to all requests for membership information promptly.
  - Receive and record all new memberships and/or requests for address changes.
  - Act as the "League Concierge"
    - Send a LWVSFC welcome email with website address and League information attachments (Ways to Participate! document, member directory and/or other documents) to new members as soon as dues payment is confirmed.
    - Work with the Board to plan and conduct new member orientation events
    - Work with board members and committee chairs to match members, new and old, with opportunities for League involvement.
    - Plan and coordinate membership retention activities.
  - Work with the Nominating Committee to identify members for possible future involvement in leadership positions.