



JOB DESCRIPTION: MEMBERSHIP CHAIR

Role: The Membership Chair is responsible for directing the LWVSFC's efforts to recruit and retain members. Provides League orientation to new members.

Responsibilities:

1. 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. ●
 - Maintains and updates New Member Packet
 - Respond to all requests for membership information promptly.
 - Act as the "League Concierge" for League membership and collaborate with the Board on a plan to grow membership
 - o Work with the Board to plan and conduct new member orientation events
 - o Work with board members and committee chairs to match members, new and old, with opportunities for League involvement.
 - o Plan and coordinate membership retention activities.
 - o Identify groups who are underrepresented in current membership and collaborate with the Board to develop a plan to recruit members from these groups.
2. Collaborate with the Nominating Committee to identify potential candidates for Leadership positions.