

Lower CT Valley Leadership Position Description

Position: Membership Chair(s)

Board Member

Appointed without Term Limits

Responsibilities

1. **Maintains membership application** and posts on LCV website. Obtains signed LCV Privacy Forms from applicants.
2. **Maintains, publishes and distributes Branch Membership Directory**.. Distributes directories to renewed members at October general meeting. Mails or hand-delivers directories not distributed by the November General Meeting. Distributes directories to new members throughout the year.
3. **Collects member dues** (along with the Treasurer).
4. **Maintains membership roster**. Ensures the LCV member roster is current on the AAUW National Website and the LCV website.
5. **Coordinates membership renewal** email reminders with AAUW National membership. Monitors renewals to assure membership is maintained.
6. **Submits new member information** to the monthly LCV newsletter. Includes new member introduction, renewal information, and any special incentives from National for new members to join (e.g. "Shape the Future" program).
7. **Actively recruits new members**. Promotes the "Shape the Future" program at any branch function open to the public. Coordinates potential new member gatherings to inform prospects about LCV and encourage membership.
8. **On-boards new members** to integrate them into the Branch.
9. **Actively strives to maintain or improve membership retention**.
10. **Introduces new members** at General Meetings and in LCV Newsletter
11. **Provides name tags** at meetings.