

## Lower CT Valley Position Description and Timeline

**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.
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## **Activity and Timeline**

### **Ongoing**

- Provides Membership Directory to new members.
- Collects membership dues (with the LCV Treasurer). Mostly in summer.
- Maintains current Membership Roster and posts on LCV website.
- Coordinates with AAUW National membership renewal email reminders to branch members at renewal time.
- Submits member information for LCV newsletter. Includes new member information, renewal information and any National special new member incentives to join “Shape the Future” program.
- Actively recruit new members including promoting “Shape the Future” program at branch functions open to the public.
- Coordinates new member gatherings for new and/or potential members (once or twice annually). Provide opportunity for information and to integrate new members into the branch.
- Actively strive to maintain current members.
- Attends Board and General Meetings. Introduce new members at general meetings.
- Provide name tags at General Meetings

### **March/April**

- Coordinate with the Book Author Luncheon Committee to set up and staff Membership table at the luncheon.

### **May**

- Updates membership application to reflect new dues established at May annual meeting.
- Posts new application on LCV website and on LCV Google drive.

### **August thru September General Meeting**

- Updates the Branch Membership Directory
- Prints directory for distribution to renewed members at October Meeting.

### **November**

- Distributes, mails or hand-delivers remaining Membership Director to renewed members.