**Board Position Description: Membership Chair**

Updated 4/16/2021

**CIAVA Mission:** To shape the future of volunteerism by promoting and strengthening the profession of volunteer services management.

**Position Status:** This is an elected board position with voting privileges.

**Time Commitment:** Board & Membership meeting preparation & attendance (6 hrs./month), July Board Retreat (2-3 hours preparation; 8-12 hours attendance and participation, hrs./yr.), Conference (8-12 hrs./yr. preparation, attendance, and facilitation), Annual June Luncheon planning (2 hrs./yr.). Membership renewal activities during annual enrollment period (12-15 hrs/yr); Monthly meetings: answer membership questions, actively engage new, returning, and prospective CIAVA members (1 hrs./month)

**Overview:** The Membership Chair is responsible for actively engaging and recruiting potential CIAVA members and providing information about the organization.

**Tasks:**

* **Attend monthly Board meetings, annual Board Retreat, additional meetings like happy hours and coffee chats; and monthly membership meetings.**
* **Compose and send initial membership letter/email to former members and mailing list**
* **Notify and follow-up with members regarding upcoming expiration of membership**
* **Receive new memberships, input data, and forward checks to Treasurer.**
* **Send and distribute membership information upon request and answer membership questions directed to** [info@ciava.org](mailto:info@ciava.org) **email**
* **Maintain database of active members**
* **Attend monthly meetings as a voting member of the board**
* **Monthly Meetings:**
  + **Provide membership summary including number of new, past, and archived members at board meetings**
  + **Make announcements and keep members up-to-date of upcoming renewal periods and dates to know**
  + **Answer questions regarding memberships**
  + **Day of in-person meeting: Assist with check-in and handing out name tags and mingle with members.**
* **May/June:** 
  + **Work with VP, Education Chair, and Hospitality Chair to coordinate the Annual June Luncheon – logistics, invitation, speaker, center pieces, gifts, etc.**
  + **Prepare for annual enrollment period (June-August) by renewing returning members and enrolling new members**

**Documentation:**

1. Maintain Membership Invite Letter in Google Docs
2. Provide new/updated membership brochure to be posted on website