



## **POSITION DESCRIPTION: MEMBERSHIP CHAIR**

**Purpose/Objective:** The **Membership Chair**, as a voting board member, helps the chapter stay focused on setting and maintaining goals for membership recruitment and retention.

**Qualifications:** The **Membership Chair** must be a member in good standing and current with both National and Chapter dues.

**Time Commitment:** The approximate time commitment is three to five hours per month for a one-year commitment.

### **Responsibilities include:**

- Work with the board to develop new member and retention goals for the chapter.
- Work with the board to establish budget considerations for operating effectively.
- Engage a volunteer committee to support membership growth and retention activities.
- Recruit new chapter members.
- Recognize new members when they join through welcoming letter.
- Create and implement a member retention process.
- Promote awareness of Membership Benefits.
- Develop and maintain informational material which describes the benefits of membership in GPA and the AZ Founding Chapter.
- Be familiar with the National Membership Policies, procedures, and resources.
- Attend board meetings as determined by the group. Meetings can be in person, by conference call, or email.

**Measure of Success:** The **Membership Chair** will meet the goals set forth by the board and the committee; number of new members recruited into the chapter; percentage of existing members retained.

**Expenses:** The **Membership Chair** will be reimbursed for expenses incurred in performing his/her regular duties within a reasonable limit and as determined by the board.

**Benefits:** The **Membership Chair** will have a key role in the chapter's future, the opportunity to network on different levels, gain beneficial experience and skills, and act as a mentor to new members.