

## Membership Committee Chair

### Position Description

The Chair recruits members to serve on the Membership Committee to manage the overall membership function, make follow-up contact with new and prospective members, and ensure member satisfaction.

### Essential Duties and Responsibilities

- Lead Committee members to identify ways to increase membership.
- Recruit volunteers to serve as greeters for each meeting to welcome attendees and assist with registration.
- Supervise registration table and all related activities.
- Lead efforts to develop and conduct annual member survey. Also lead in analyzing results and establishing goals associated with member satisfaction and Chapter growth.
- Maintain separate offline Chapter database. Provide Board with various member reports. Also receive transmittal reports from National and functioning Geographical Interest Group (GIGs) and/or Specific Interest Group (SIGs), and be able to provide comparison and commentary to Board.
- Act as liaison with National to reconcile membership issues.
- On a monthly basis, provide a list of names and addresses of all new, renewing, and reinstated members using appropriate forms to National. Includes submitting updated contact information (e.g., addresses, email addresses, etc). Confirm contact information with members at least annually.
- Review member application (Power of Two) and recommend updates as needed.
- Partner with Program Committee Chair to oversee prospective member use of Meeting Guest Pass.
- Present new members with New Member Packet and other identified welcome efforts (e.g., welcome email). Contact new members to welcome them to the chapter, provide information about the chapter, and highlight volunteer opportunities.
- Oversee ad hoc membership outreach efforts.
- Attend and participate in monthly Board meetings and chapter meetings. Participate in other chapter events, committee meetings, and regional conferences as available.

### Qualifications

- Strong marketing and public relations skills.
- National member of ASTD and a member in good standing of the Midlands ASTD Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.  
*NOTE: President-Elect and Past President's positions are extended automatically in the event that the current serving President is re-elected for an additional term.*
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.
- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize and evaluate activities required by position.

- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position (e.g., Word, Excel, PPT, email, etc). Some positions (e.g., Treasurer, Membership Chair) also require use of other specific software.