

Women's Leadership Network Job Description-updated July 14, 2008

Position: **Membership Chair**

Term: Two (2) years

Tenure: Can serve up to three (3) consecutive terms

- 1) The Membership Chair attends monthly Board meetings. A minimum of nine (9) are required per year. If for any reason she cannot attend the Board meeting, she should pass on any pertinent information to another board member to bring to the meeting. It is requested to attend as many monthly meetings as possible.
- 2) The Membership Director is asked to promote WLN, support and encourage members of the board, committee members, and the entire WLN organization.
- 3) The Membership Director works to encourage potential members to join by sending information about WLN and follow up as necessary. Maintain current members and obtain feedback which can include surveys on how the organization can best meet member needs.
- 4) The Membership Director tracks attendance at monthly meetings and collects payments from members who RSVP for luncheons, and are no-shows.
- 5) The Membership Director maintains the WLN Membership Directory, verifying member information on an annual basis (at time of annual renewal).
- 6) The Membership Director sends out "We Miss You" postcards to members who have missed two meetings.
- 7) The Membership Director, with Board approval, makes arrangements to be represented at various community events. This may include, but is not limited to TH Salute to Women event, Chamber PM's etc. Responsible for signage, giveaways/drawings, booth set-up etc for such events.
- 8) The Membership Director welcomes new members by encouraging current members and board members to network at meetings.
- 9) At the end of her term of office, the Membership Director will turn over all documents, files etc. pertaining to her office to her predecessor. She will be available to answer questions during a transition period.

2007-2009-Christine Finson
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