

Membership Committee

AIGA Jacksonville

Time Commitment: 3 - 6 hours / week

Minimum Tenure: 6 months

Maximum Tenure: 4 years

Minimum Member Status: Supporting

Overall mission:

Members of the Membership Committee help ensure that Chapter membership activities are aligned with AIGA national initiatives as well as local Chapter goals. They also help with membership strategies and Chapter activities including (but not limited to): AIGA Jacksonville promotion table at events, member surveys, member emails, and ensuring that Chapter activities meet the needs of the membership.

Responsibilities include:

- Helping with member recruitment and retention strategy based on goals for the year
- Attending events and promoting membership, presenting membership materials, answering questions, etc.
- Assisting with creating and sending membership packets / emails / mail to welcome new members and reminding members to renew their membership
- Maintaining awareness of benefits and categories of membership; be prepared for membership questions
- Helping with membership graphics for Facebook, Google, IG, Twitter, etc.
- Assisting with event attendee list when needed
- Helping manage and maintain volunteer program/list

Desired skills, traits & experience

- People-orientated. Extrovert and great networker.
- Excellent verbal and written communication skills.
- Self-motivated and independent.
- Organized and ability to multitask.
- Google Docs (Sheets) // Wordpress // Eventbrite // Basecamp // Adobe Creative Suite // Slack

Nice to have, but not necessary.

- Have a business or creative network.

Goals:

- Regular communication with your Director
- Flexible terms (6+ months to 1+ years depending on the position)
- Positive representation of AIGA in the community
- Active attendance at, and participation in, AIGA events
- Attend monthly committee meetings (required) and monthly board meetings (encouraged)

- Maintain AIGA membership in good standing, at Supporting level or above.