



2ND V.P. – MEMBERSHIP CHAIR JOB DESCRIPTION

The duties outlined below for the 2nd V.P. (membership chair) of an I.I. NCAR chapter are purposely comprehensive, and they can easily be adapted based on the needs of any chapter. Check this document outlining essential duties for all elected chapter positions according to [I.I. Chapter Bylaws Format](#). In addition, be sure to check your chapter's bylaws and standing rules.

OVERALL DUTIES

1. Welcomes all guests and introduces them to other members; if possible, provides a “mentor” to encourage new members in chapter activities.
2. Provides prospective members with a membership application and welcome packet
 - o If no welcome packet currently exists, work with the board to develop one.
3. Works closely with the treasurer during the time dues are collected, as well as the publisher of the newsletter and the directory (if separate from the membership chair).
4. Introduces all guests at meetings.
5. Provides copies of chapter brochure (or Q.R. code) at meetings and special events.
6. Works with graphics producer should additional brochures/materials need to be printed.
7. Provides a printed or digital copy of all documents/records to 2nd V.P. and the Historian or online depository.

MEMBERSHIP RETENTION/RECRUITMENT

1. Establishes a committee of established and newer members (this helps with member engagement as well as trains people for taking on elected positions)
2. The committee examines current membership and assesses the likelihood of each member renewing.
3. Keeps record of all members who attend/do not attend meetings
 - o Assigns or follow up with the member's mentor
 - o Follow up with those that are not attending.
 - o May offer a ride to meetings or other assistance
 - o May request their help to engage them as members better.
4. Establishes a goal of who will or will not renew and establishes a goal for # of new members.
5. Communicates goals with the board; secures board approval; communicates goals with all chapter members
6. Maintains file on the number of members and guests present at each meeting



NEW MEMBERS & GUESTS

Submits applications that are complete with checks for board approval

1. Provides all guests with a welcome packet
 - o During social hour introduces them to other chapter members
2. Introduces all guests at meetings
3. Arranges for a new member coffee/tea about every 1-2 years
4. Provides new members copies of governance documents, program booklet, and printed directory (or online access information)
5. Formally acknowledges new members via letter once board approval is received (email is suitable)
6. Works with the new member until they are established and involved (this may also be done via a “mentor” program)

COMMUNICATION/RECORD KEEPING

1. Maintains membership database for chapter directory
2. Provides contact info of all approved new members to all board members, committee chairs, and sensei school leadership/presidents
3. Indicate new member interests to appropriate committee chairpeople (interests are circled on the application)
4. Provides contact info of all approved new members to all board members, committee chairs, and sensei school leadership/presidents
5. Communicates additions and changes of any member's contact information to the person handling the publication of the directory and the newsletters.