

MEMBERSHIP CHAIR

The Membership Chairs are responsible for Chapter member services including member retention, recruitment, and the promotion of member benefits.

Responsibility and Authority:

The Membership Chair will report to the Chapter President and the Executive Committee. The Membership Chair is a voting member of the organization.

Term:

The Membership Co-Chair will serve 2 years on the Board of Directors.

General Duties:

- Develop and implement membership plans for retention of current members and growth of new members, according to the Board goals.
- Coordinate, manage, track, and evaluate all chapter membership and renewal activities.
- Work with membership committees to develop programs for members.
- Develop membership marketing and promotional materials, welcome kits, certificates, membership cards in collaboration with the Communications Committee.
- Work with Finance department to ensure financial tracking of membership.
- Oversee all databases and ensure the information is kept up-to-date and accurate.
- Work with Communications Committee to coordinate membership information and communicate that information to the membership.
- Respond to requests for information from members.

Time commitment:

The Membership Chair should anticipate spending approximately 3 hours week on Women in Healthcare affairs. This may be spent attending board meetings, recruiting members, planning member events, developing collateral and other tasks as they arise.

Legal commitments:

The Membership Chair is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one who is passionate about the mission and purpose of the organization. An individual with a networking and understanding of the industry would be strongly preferred.