

## **Membership Chair Duties and Responsibilities**

The Membership Chair is considered a major committee position on the board and is a two-year, co-chair position. The first year is helping someone who's been in the position the previous year, the second year the lead is helped by a new person. The Chair should attend all board meetings, as possible, and as many program meetings as possible. .

Membership is:

- Responsible for the recruitment of new members and the retention of current members.
- Manages the process of soliciting potential new member candidates from other members, checking prior invitee list for history of past invitations and refusals.
- Presents candidate recommendations for a board vote according to Membership Selection Criteria in the Bylaws.
- Sends approved candidates an application form, Membership Fact Sheet, the local and International LDEI New Member forms, arranges for the dues invoice to be sent by the Treasurer, questionnaire for the newsletter, photo request for the Directory and newsletter.
- Facilitates completion/submission of the forms to International, to our Admin, the Treasurer and to the newsletter editor.
- Introduces new members to the group at the first meeting new invitees attend (with a gift and Les Dames baseball cap) and through a questionnaire and picture in the newsletter.
- Recruits a mentor for each new member. This is usually the Dames who nominated the new member. Mentor will contact new member to welcome and encourage chapter participation.
- Fields and directs questions from members, checks on new and current members at meetings and via email and phone, as time permits – make sure no one is left out!

Facilitates the Resignation of or reinstatement of a resigned member.

Facilitates Transfer of Membership of a Dames in good standing from another chapter

Cindy Jurgensen, August 2018