YOUR
JOBAS
CLUB
MEMBERSHIP
COMMITTEE CHAIR

As club membership committee chair, you create and follow an action plan to attract and engage members. Find detailed information in <u>Lead Your Club</u>: Membership Committee.

RESPONSIBILITIES	
ALL COMMITTEES	YOUR COMMITTEE
Attend your district training assembly	Educate club members on how to attract new members and keep them involved
Working with the president-elect, select and prepare your committee members	Conduct classification surveys
Create subcommittees as needed (for example, for identifying potential new members, member engagement, new member orientation, mentoring)	Look at your club's meetings, projects, and other activities and assess what it offers new members
Meet regularly and plan activities	Develop a membership action plan to improve member satisfaction
Set committee goals to help achieve the club's goals for the year and monitor progress toward them	Conduct club assessments to ensure that membership development and retention efforts succeed
Manage your committee's budget	Sponsor newly organized clubs in your district, if you choose to
Work with your club's other committees and your district committee on multiclub activities or initiatives	
Report committee activities and progress to the club president, board of directors, and the full club	
Determine what else your club expects your committee to do	