**Position Description**

**Position:** Membership Chair

**Purpose of Position**: Provide leadership and direction to the development, recruitment, and retention of MAVA members.

**Accountable To:** Board

**Term of Office**: 2 years

**Time Commitment:** 2-3 hours a week

**Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Recruit and provide leadership to Public Policy Committee - making sure all committee responsibilities are met in timely manner.
4. Organize regular committee meetings and keep minutes or notes to be sent to Secretary.
5. Oversee membership development for MAVA by promoting MAVA benefits to prospective members and to current members.
6. Work with peer committees to market membership to individual networks and supporting organizations.
7. Enhance member retention through new member communication and outreach strategies.
8. Partner with MAVA staff to ensure the use of updated and comprehensive membership materials while ensuring a timely and streamlined membership renewal process.
9. Ensure preparation and distribution of informational membership packets to prospective members, new members and renewing members.
10. Prepare and submit annual budget request.
11. Attend all MAVA Board meetings.
12. Maintain accurate and complete records.
13. Assure accurate and timely information related for MAVA annual report, newsletter and website.
14. Spearhead implementation of annual membership survey and communicate results to members.
15. Answer membership questions as needed, [membership@mavanetwork.org](mailto:membership@mavanetwork.org) will be the email posted on our website for membership questions.
16. Orient incumbent Membership Chair to position and transfer records and materials.
17. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Skills Needed**:

1. Marketing, project management and membership campaign experience preferred.
2. Detail oriented.
3. Ability to communicate effectively the benefits of membership and ask for membership commitment.

**Benefits:**

1. Enhance marketing and project management skills
2. Learn from colleagues across the state
3. Enhance management skills through a leadership position in a statewide association.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_