

Title: Membership and New Member Committee Chairs

Elected or Appointed Position: Appointed

Service: no term limit

Overview:

Purpose of position: The main responsibility is the recruitment of new members and the retention of current members

This committee will consist of a Chair or Co-Chairs (Membership and New Members) and as many WAND members as needed.

The job of recruitment and retention within an affiliate is not a one person job. Every leader shares the effort to recruit and retain members for the organization. Board members can assist the membership chair in many ways – making people feel welcome at meetings; encouraging members to renew; talking with non-members and explaining why they belong; writing a testimonial for the organization, or even a specific program or service; being available at the membership booth to answer questions; and becoming a mentor to a new member, etc.

An Ideal membership chair will:

- Be knowledgeable about benefits of Academy and affiliate membership, including DPG/MIG programs and services (or be willing to develop this.)
- Be an outgoing, caring and sincere individual who is not afraid to talk with people about joining the organization.
- Possess conflict resolution skills.
- Experience leading others for a common purpose.

Duties:

Duties include membership recruitment and member retention.

Responsibilities:

- New member report should be reviewed and printed quarterly and new members contacted quarterly with a welcome gift.
- Offer FNCE scholarships for SDA members. Review applications in September.
- Needs to put together a membership committee to share the work.
- Ensures information on WAND and its programs is available at every membership meeting
- Visit CADE approved programs in their affiliate area and encourage program directors to talk about Academy and WAND to their students.
- Contact non-renewing members during the summer months to remind them of the benefits they will be missing by not renewing.
- Develop at least one statewide recruitment campaign each year and engage the help of others in the effort.
- Attend affiliate Board meetings and give reports on the state of the membership.
- Resolves issues for unsatisfied member(s) without getting upset.
- Prepare and update membership chair's files for end of term of office. Provide files and orient next fiscal year's membership chair as to duties of the office.

Checklist/Calendar:

Month	Duties	Done
June	Obtain DMIS list of WAND Members and non-renewing members, contact non-renewing members, contact new members and provide welcome gift/letter/packet??	
July		
August	Submits Report and Agenda items Attends August Board Meeting	
September	Review FNCE Student Scholarships	
October	Submit Information to Range Rider Newsletter	
November		
December		
January	Submits Report and Agenda Items Attends January Board Meeting	
February	Votes in WAND and National Election	
March	Submit Information to Range Rider Newsletter	
April	Annual Conference Coordinate team development activity ??? Submits Report and Agenda Items Attends April Board Meeting Attends Annual Business Meeting Attends New Board Member Orientation	
May		

Resources Available

- Member Recruitment Toolkit
- Data Management Information System (DMIS): online member and nonmember database

Academy Link: <http://www.eatright.org/affiliates/>

WAND Link: www.eatrightwyoming.org