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***Membership Chair - Position Description***

***Minnesota Association of Healthcare Volunteer’s mission is to provide members with opportunities to share ideas, develop leadership skills, and promote volunteer services that support Minnesota’s health care facilities.***

***Minnesota Association of Healthcare Volunteers vision is to be the premier leader, partner, and resource for healthcare volunteers***

**Membership guides and supports the seven MAHV District Chairs, develops and implements recruitment strategies, and coordinates Membership Committee activity.**

**Term**

The Membership Chair is appointed by the president to serve a two year, renewable term. Term of office begins January 1 and/or when appointed.

**Responsibilities**

* Attend all Leadership Board meetings and other meetings, as requested by the President
* Lead and coordinate the work of the District Chairs
* Collaborate with the Data Manager to ensure accurate membership information
* Assist and support the President and other Board members as needed
* Oversee the Membership and Recruitment Committee in the development and implementation of recruitment strategies
* Keep portfolio of work to pass along to the successor

**Expenses**

Expenses will be reimbursed consistent with the current Standing Rules to include expenses for Board meetings and other meetings as requested by the President

**Qualifications**

* Knowledge of and commitment to the mission and vision of the organization
* Organizational leadership experience
* Willing to commit time and travel
* Written and oral communication skill
* Technology expertise (e-mail, document preparation)

**Benefits**

Satisfaction that comes with service

Opportunities for personal growth and development

**Time Commitment**

Ongoing/Monthly

* Work closely with the Data Manager to keep membership records up to date, including lists of past members, current members, and potential members
* Send monthly notes to District Chairs with ‘ready to send’ comments to members
* Accept invitations to visit members to the extent possible
* Develop and implement a recruiting strategy
* When there is a new member, send a welcome letter, and ask the President to send a welcome note. Ask District Chair to make a welcome call/visit. Arrange to present a membership certificate at the state annual meeting or fall district forum

October

* Send agenda for November District Chair meeting, prepare for the training, update the District Chair handbook
* Request reports from District Chairs, summarize and prepare District Chair and Membership reports for the Board
* Attend Fall District Forum

November

* Preside at November District Chair training and meeting
* Attend November Board meeting

January/February

* Attend January Board meeting, if scheduled
* Ask District Chairs for names of potential members, send letters inviting them to join
* Promote Legislative Day
* Remind District Chairs to begin planning Spring District Forums

March

* Attend Board meeting if scheduled
* Prepare and send Membership report if requested
* Check in with District Chairs about planning Spring District Forums

April/May

* Attend Spring District Forum
* Continue with recruitment strategies
* Prepare for June Board and Committee meetings

June

* Attend June Board meeting

Summer

* Build agenda for District Meetings at Annual Conference if scheduled
* Assist the President/President-Elect with finalizing the District Forum Calendar for the next year
* Prepare Membership and District Chair Reports for the Board meeting
* Remind District Chairs to begin planning Fall District Forums

September

* Attend Leadership Board meeting and Annual Conference
* Present Membership Report and Present Membership Certificates
* Attend District Meetings held at Annual Conference
* At the end of the term, pass along portfolio of work to the successor