



## WRPA Membership Chair Position

**Job Title:** Member Chair (2-year commitment)

**Describe the Job:** This position focuses on retaining and growing the Chapter's membership base.

**Location:** Remote

### **Responsibilities and Duties:**

- Monthly membership reports will come to you from WRPA which will include:
  - Current members
  - New Members
  - Lapsed members
- Contact all lapsed members and encourage them to renew their membership (use the monthly list from WRPA)
  - Focus on the relationship with the member, ask why they have not renewed or if they need assistance (direct them to the WRPA office)
- Welcome/thank you calls to new members to add that personal touch
- Work with the Communication Committee to create a Member Retention communication plan to be added to the bimonthly newsletter
  - Provide content
- Produce and deliver committee reports for the Board Meetings (template provided to you)
- Execute Membership Committee meetings bi-monthly
  - Recruit Membership Committee members (3-5)

**Who will they will report to:** President Elect

**Time Commitment:** 1-3 hours per month (varies)

### **What will they do on their first day:**

- Get familiar with the current membership based on list from the WRPA Office
- Have a call with WRPA staff to talk about the position and expectations

**Who will train them:** WRPA Office

### **What are the benefits of the job:**

- **Become an Asset to WRPA.** Membership is one of the driving forces for sustainability for our Association. We will have you to thank for that.
- **Meet our Association Partners.** Meet different kinds of people and create network opportunities.

- **Be apart of a Community.** Make the most of your membership and be a part of something outside your friends and family.
- **Take on a challenge.** Through volunteering you can challenge yourself to try something different, achieve personal goals, practice using your skills and discover hidden talents.
- **Have fun!** Most volunteers have a great time, regardless of why they do it