



Brockville Women's Network  
"Women Supporting Women"  
P.O. Box 294, Brockville, ON K6V 5V5

## **The Role of Membership Chair**

*Term: Minimum of 1 Year*

The Membership Chair will be responsible for obtaining accurate records for the development of the Annual Membership and Business Directory and for General Meeting attendance spreadsheets for the purpose of meal invoices. The Membership Chair is also responsible for creating and updating the nametags for our members.

### *Specific Duties*

- Make a serious commitment to attend Executive Meetings and General Membership Meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and provide reports.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Get to know other committee members and build a co-operative working relationship with them.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- In partnership with the Treasurer, attend the Registration Table and cross-reference the number of guests attended vs. the billing information from the Brockville Country Club, including the Guest Speaker meal.
- In partnership with the President and Inreach/Outreach Chair, work to ensure that at each General Membership Meeting, they are informed of any new members who join so that the new members may be recognized and receive a New Member Package.
- Compile monthly dinner spreadsheets to give to the Telephone Chair to ensure that the Brockville Country Club has an accurate headcount to plan the meal with.
- Develop and distribute the Annual Membership and Business Directory, and provide the Communications Chair with updates for new members to be incorporated into the monthly BWN Newsletter.
- By mid-August, provide a digital file of the updated membership application form to the Communications Chair, so that the membership form can be included with the September newsletter (distributed electronically and as print copies).
- Work with the Communications Chair to ensure that adequate mention is provided in the BWN Newsletter regarding deadlines for new memberships, in order to meet New Membership targets and the Directory publication timeline.
- Provide the incoming Membership Chair with adequate documents and a CD-ROM of the current Membership and Business Directory.
- In partnership with the Executive, develop a plan to recruit new members.
- The Membership Committee should consist of a minimum of 3 members, including the Past President.