



Position Description: MEMBERSHIP DIRECTOR

Adopted 09.08.08; Revised: 05.02.13; Revised: 03.15.21

Role: To manage the membership responsibility for the League. As a member of the Board of Directors, understand and support the League policies outlined in the LWVSNM Handbook and Member Directory, including nonpartisanship and justice, equity, diversity and inclusion.

Responsibilities:

1. Administrative Responsibilities

- a) Maintain membership information in cooperation with the Treasurer;
- b) Maintain the LWVUS Membership Database, as this is the single source documentation of membership used at all three levels of the League;
- c) Correspond by email with LWVUS contact to correct or resolve membership problems that arise;
- d) Recognize new members in *The VOTER*;
- e) Report membership activity on a monthly basis to the Board;
- f) Assist Nominating Committee in identifying prospective leaders.

2. Current Membership

- a) Encourage the active participation of current members;
- b) Maintain a member interest inventory and update periodically;
- c) Assist directors and study group chairs to identify committee members;
- d) Ensure that member contact information is current and publish membership rosters annually;
- e) Follow up with less active members to encourage greater participation;
- f) Follow-up with members that do not renew membership;
- g) Identify current members willing to serve as mentors for new members.

3. New Members

- a) Encourage the recruitment of diverse (JEDI) new members (see policy on Justice, Equity, Diversity, and Inclusion.);
- b) Identify promising recruitment strategies in consultation and with approval of the Board;
- c) Welcome new members with a letter and membership handbook;
- d) Introduce new members at meetings;
- e) Arrange periodic orientation meetings in collaboration with President for new and prospective members;
- f) Include prospective members on *The VOTER* mailing list and send a welcoming letter with invitation to join;
- g) Communicate with new members about their interests, backgrounds, and abilities and convey that information to the Board.

ACTIVITIES SCHEDULE

MONTHLY:

- Report membership numbers to board members;
- Announce new members in *The Voter*;

- Encourage recruitment of new members;
- Introduce new members at meetings;
- Review and update LWVUS online Membership Database to ensure accuracy of information;
- Arrange to have potential new members receive the local League's newsletter and send them a link to our website.

MONTHLY AS NEEDED:

- Assist directors and study and committee chairs with identification of committee members;
- Welcome new members with a letter and current handbook and membership directory;
- Share information about membership for the newsletter.

JANUARY:

- Update LWVUS Membership Database to ensure accuracy of membership census for annual per member payment calculation.

FEBRUARY:

- Assist Nominating Committee in identifying prospective slate of officers and directors.

APRIL/MAY:

- Remind members to renew their membership. Send follow up letters via email and US mail.

ANNUALLY:

- Organize New Member Orientations as required during the year;
- Update the Handbook and Membership Directory every Fall, send to printer, distribute via US mail to every member.