



## Membership Chair's Role Description & Responsibilities

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### Overview of Expectations

The STL-ODN Executive Team (ET) is responsible for providing overall leadership and strategic direction for the ongoing operation and health of the organization. The STL-ODN is run exclusively by volunteers, and ET members have a critical stewardship role. ET members are expected to act collaboratively in the achievement of the organization's goals, in alignment with the overall strategic agenda. In addition to the shared responsibility for establishing and maintaining the strategic direction of the organization, each ET role has specific responsibilities.

### Role Description

The Membership Chair is responsible for recruiting and engaging members, helping them to understand and experience the benefits of belonging.

The ET holds regular monthly meetings, and typically 2 meetings for transition and strategy planning. Assuming a match of skills and interests to our needs, preference for ET membership is given to individuals who have been active in the local OD community (members for at least 6 months, volunteers, and attendees of our events). All must be members in good standing.

### Role Responsibilities

1. Attend monthly ET meetings. (2 hours/month)
2. Prepare for monthly meetings, and follow up with notes and action items. (1 hour/month)
3. Attend monthly program. (2 hours/month)
4. Meet and greet attendees at STL-ODN events/meetings.

5. Contact new members to welcome them to the STL-ODN. Prior to an upcoming meeting, contact new members to let them know you (or an Ambassador) will be at the meeting to greet them.
6. Prepare and engage volunteers who can act as Ambassadors at monthly programs and other events.
7. Share registration table responsibilities with the Finance Chair (outlined above).
8. Be a resource and e-mail contact for new members; responding to question(s) within 3 days.
9. Be the point of contact for member networking. Upon request, connect members with other members that can be helpful, or provide information.
10. Maintain membership database, purging inactive member accounts and assist members in managing their account as needed.
11. Promote the benefits of membership; develop member recruitment strategy in alignment with overall STL-ODN strategic direction (approved by ET) and actively recruit local OD practitioners to become members (coordinate with Communications Chair where needed).
12. Coordinate with the VP & Programs Chair as needed for special programs – a member benefit.
13. Provide membership updates for monthly ET meetings including total registered members to date (professional and student), change since last update, and other relevant membership information.
14. Initiate annual membership renewal process and communications.