

**NATIONAL ASSOCIATION OF VOLUNTEER PROGRAMS
IN LOCAL GOVERNMENT (NAVPLG)**

**MEMBERSHIP COMMITTEE CHAIR
JOB DESCRIPTION**

Term of Office: One year (from annual meeting through end of one subsequent annual meeting). No chair shall serve longer than three consecutive terms.

Key Responsibilities:

- **Membership Chair Functions:** Oversee and manage the recruitment process of new NAVPLG members and board members. Develop materials and implement an annual membership and marketing strategies to recruit and retain members, including the use of social media and website. Updating the database, sending out invoices, and making sure that payments are posted correctly. Contact potential NAVPLG members and board members. Provide them with information about NAVPLG. Screen (with others on the board) and, if appropriate, invite them to join the association and/or board. Keep members involved by creating online discussions, sharing best practices and online activities.
- **Policy Administration:** Responsible for ensuring the association operates within its adopted By-laws. Acts on proposed revisions to By-laws. Recommends policies that determine the purpose, governing principles, functions, and activities of the association. Assure that all NAVPLG board members have an active membership in NAVPLG.
- **Evaluation:** Regularly monitors the activities of the association including committee work, proposals, and operations.
- **Public Relations:** Understands and interprets the work of the association to other interested parties and organizations.
- **Finance:** Responsible for providing appropriate records to Treasurer and other board members.
- **Programs:** Participates in planning, monitoring, and evaluation of programs of the association and other duties as assigned.

Minimum Position Requirements:

- Current paid member of the association.
- Demonstrated interest in the goals and objectives of the association.
- Commitments to participate in all board meetings, serve on a committee, and participate in activities whenever possible.