



NAWBO-OC Volunteer Role Description

Role: Vice President, Membership
General Function: Membership Committee
Board Director: Kimberly Gerber
Current VP, Membership: Kimberly Gerber

Level: Board

Purpose of the Role:

VP of Membership is a Director on the NAWBO-OC board and oversees the activities relative to the acquisition and retention of the general membership. In addition to overseeing the committees outlined below, the VP of Membership prepares a board report, attends monthly board meetings, holds a monthly call or meeting with the membership committee chairs and works with other board members to develop strategy and programs to enrich and improve the quality of NAWBO membership.

Specific Activities this Role is Responsible For:

1. Planning. VP of Membership works with the overall Membership Committee and Board to plan and calendar activities for the year.
2. Recruiting. The VP of Membership is actively recruiting volunteers to her committee in order to have sufficient help to effectively execute the programs.
3. Overseeing. The VP of Membership communicates with all of the committee chairs to ensure that activities and programs are being executed as planned and that anyone who needs help receives it.
4. Reporting. On the first Monday of each month the VP of Membership submits an activity report to the Board secretary detailing the activities, success and challenges for that month.

Membership Committees & Sub-Committees Overseen:

1. Enrollment – Chairs: Valerie Spelman & Donnell Webster. The goal of Enrollment is to help new and un-connected members feel welcome and to get them plugged into the organization.
 - a. Greeters & Information Table: Donnell Webster. Organizes the greeters for the Tuesday night dinner meetings, coordinates and staffs the membership information table
 - b. New Member Orientations: Loreen Gilbert. Works with host organization and admin office to organize and publicize NMOs. Co-hosts events and presents chapter information to prospects and new members. Forwards attendee information to admin office and membership committee as appropriate.

- c. Enrollment Communications: Kathi Tabrizi (to be replaced). Sends Thank You cards to individuals who have attended NMOs.
2. Enrichment – Chairs: Kathi Tabrizi & Sharon Kim. The goal of Enrichment is to ensure that membership in NAWBO is a fulfilling, two-way relationship for members.
 - a. Member Only Mixers:
 - b. Service: Kathi Tabrizi. Administers service and tenure award programs and serves board and organization by connecting prospective volunteers to board committees
 - c. Member Connection: Sharon Kim. Implements programs which connect members to appropriate member referral partners, potential clients,
 - d. Program Connection: TBD

Expected Monthly Time Commitment: *8-10 hours each month*

General Meeting Requirements:

- Regular attendance at the monthly membership committee meeting/call (1 ½ service hours)
- Regular attendance at the Tuesday Dinner meeting (3 service hours)
- Regular attendance at the monthly NMOs (2 service hours)
- Regular reporting to Board Secretary (1 service hour)

Experience Desired / Required:

- Prior experience on a volunteer Board
- Experience on a NAWBO membership committee, preferably as Chair
- Leadership experience
- Outgoing personality
- Professional & Timely