



Position Description

Position Title	Membership Chair
Organization Name	London and area Association for Volunteer Administration
Name of Committee or Task Force	Executive
Start Date	June 2012
End Date	June 2014
Hours and days required per month	6-8 hours
Reports to	President
Key responsibilities	The primary role of the Membership Chair is to act as a central information and communication hub to members of LAVA. Attend monthly Executive meeting following monthly membership meeting. Attend yearly planning meeting and ad hoc meetings as they arise. Train and mentor incoming Chair.
Key Tasks	To manage the annual membership renewal process in cooperation with the treasurer To maintain an accurate up-to-date list of all members throughout the year. To track attendance at all meetings. To respond to inquiries about membership. Participate in membership drives/campaigns. To distribute membership packages to new members. Training and orientation to incoming Membership Chair.
Role or project overview and purpose, and how it relates to the organization's mission and strategic plan	The Membership Chair is critical as the communication hub for the association. It is vital for the Membership Chair to work with the Vice-President and Co-Chair of VP External to achieve recruitment and retention of members.
Skills, experience and attributes	Excellent customer service skills including welcoming and inviting personality, ability to respond in a timely fashion, comfort with communicating details via email and/or telephone. Attention to details.
Training	Training and orientation from outgoing Membership Chair
Benefits for the Volunteer	Opportunity to: - occupy a leadership position in a professional association - develop leadership and management skills in a context outside of regular employment - work with a great group of people - experience a sense of accomplishment while

	contributing to the development of a profession you care about
Benefits for the Volunteer's employer	<p>Opportunity for employee to:</p> <ul style="list-style-type: none"> -experience and develop their leadership potential. - stretch themselves through the challenge of volunteer management in a different context -recognition of staff as leader in local professional association making a viable contribution to our community - regular exposure to best practices and latest trends in volunteer management directly applicable to the improvement of the staff person's primary work environment
Other requirements (Police check etc)	
President's Signature	
Volunteer Signature	
Date	
Date of PD review	