

# MEMBERSHIP CHAIR

You were appointed to chair your club's membership committee by your club's president to ensure support for your club and to help it thrive in your community. As chair of the membership committee, your goal is to create a club membership experience that's rewarding for current members and inviting to others.

## RESPONSIBILITIES

The membership chair works with everyone in the club to help create an enjoyable experience that is also appealing to prospective members. They serve as the primary face and voice for the club's membership activities. Their role is to ensure that every member is engaged and feels valued in the Kiwanis experience.

## PREFERRED SKILLS

- Ability to demonstrate and encourage a positive attitude.
- Aptitude for building an inclusive environment.
- Relationship-building.
- Team-building.
- Confidence as a public speaker.
- Adaptability.
- Communication.
- Networking.

## REVIEW

1. Put a star next to the responsibilities and duties your club is doing well.
2. Circle the responsibilities and duties your club is not currently doing.

For resources to support this role, visit [kiwanis.org/club-toolbox](http://kiwanis.org/club-toolbox).

## CHAIR DUTIES

- Meet regularly with committee members and prospective members.
- Set realistic and measurable goals with the committee members and in consultation with the club's board of directors.
- With committee members, develop an action plan for meeting goals, which are then approved by the club's board of directors.
- Coordinate with the president to conduct the annual member satisfaction and community surveys.
- Provide regular membership updates to the club board.
- Clearly communicate the importance of membership efforts to club members.
- Teach others how to invite community members to club events.
- Ensure new members are reported, inducted and oriented promptly.
- Understand the value of flexible membership opportunities.

## COMMITTEE DUTIES

- Plan membership drives and special member events.
- Ensure new members are immediately involved in club activities.
- Execute membership action plan.
- Encourage club members to invite others to meetings and service projects.
- Plan and execute a fun and informative new member orientation program.
- Report membership growth progress to club board monthly.