



## **Membership Co-Chair Job Description**

Maintains and implements membership processes and records. Serves as the contact person for all membership inquiries and encourage new membership, involvement and retention

**Term:** 2 years

### **Responsibilities:**

- Attend MHSCN events as a board representative
- Attend and actively engage in board meetings
- Create membership recruitment and retention plan
- Maintain membership database and directory and keep up to date
- Create streamline processes for membership sign-up and expired memberships
- Track number of members over time
- Coordinate with networking committee, communications committee, webmaster as necessary.
- Maintain templates, processes, and supporting documents in Basecamp.
- Promote membership to personal contacts
- Promote events through personal networks
- Identify potential committee and board members

### **Qualifications**

- Must be a MHSCN member for at least one year and have working knowledge of the organization
- Organizational skills and ability to develop processes
- Public speaking and sales skills
- Creativity

### **Time Commitment**

- 2-3 hours /month in addition to attending board meetings

### **Measure of Success**

- 10% increase in membership
- Recruitment plan created and approved by board members
- Streamline process created for membership sign-up

### **Benefits**

- Increase networking opportunities
- Help own organization expand its educational experiences and knowledge
- Stay updated on current health trends in Minnesota