

# CLUB MEMBERSHIP COMMITTEE CHAIR JOB DESCRIPTION



As club membership committee chair, you create and follow an action plan to attract and engage members.

RESPONSIBILITIES	
GENERAL	MEMBERSHIP COMMITTEE
Attend your district training assembly.	Attend your district membership seminar.
Working with the president-elect, select and prepare your committee members.	Use <a href="#">membership assessment tools</a> to evaluate your club.
Create subcommittees as needed (e.g., new member recruitment, member engagement, new member orientation, mentoring).	Assemble a motivated and active committee of 5 to 15 members.
Meet regularly and plan activities.	Manage online membership leads on My Rotary.
Set committee goals to help achieve the club's goals, and monitor progress toward them.	Offer new member orientation.
Manage your committee's budget.	Emphasize the importance of attracting and engaging members as part of your club's strategic plan.
Work with your club's other committees and your district committee on multiclub activities or initiatives.	Use the <a href="#">diversity</a> and <a href="#">classification</a> assessments to analyze how well your club represents your community (including age, gender, and ethnicity).
Report committee activities and progress to the club president, board of directors, and the entire club.	Use the <a href="#">Club Membership Committee Checklist</a> to ensure your club is identifying, introducing, inviting, and engaging members effectively.
Determine your club's expectations for your committee.	Track your progress toward club membership goals in Rotary Club Central.
	Work with the club board if you sponsor new clubs in the community.