

Membership Development Committee Chair Job Description

From both the Bylaws and other input
(Prepared 4/1616)

Responsibilities for All Board Positions

In addition to a position's specific job description (below), all board members have the following responsibilities

- To serve a three-year term (or, when filling a board vacancy, the one or two remaining years of that term), barring unforeseen circumstances.
- To attend multiple board meetings each year and make an active contribution at the meetings.
- To develop a respectful working relationship with WILPF staff members.
- To make WILPF the priority activist involvement during one's board term.
- To accept the fiscal responsibility of WILPF and participate in the deliberations and passage of the annual budget and make subsequent decisions as needed.
- To participate in discussions and take responsibility for making decisions on issues, policies and other board matters.
- To support and communicate WILPF policy decisions.
- To promote WILPF locally when other opportunities arise through professional, personal and social networks.
- To commit to working as a team, following the democratic arts of conflict resolution, facilitation and delegation.
- To be cognizant of integrating fundraising, membership building and program in all of WILPF's work.
- To have access to e-mail and be willing to communicate with this technology.
- To carry out specific duties on the board, according to the particular job description.
- Board members are collectively responsible for the fiscal health of the organization. Each will work toward a goal of raising \$500/yr, with the assistance of trainings, development staff and other board members.

Membership Development Committee Chair

Oversees the growth, sustainability and development of U.S. WILPF's membership and makes recommendations regarding actions to the Board, the Steering Committee and appropriate staff.

- Works with committee members, other Board members and staff to maintain ongoing contact with branches.
- Provides various avenues for involvement by WILPF US members in the Membership Development Committee.
- Initiates goal-setting for the Membership Development Committee, incorporating input from WILPF US members and tracking the MDC's progress in accomplishing the established goals.
- Encourages the Membership Development Committee to meet the goals of building leadership, recruiting new members, retaining members and building and supporting branches.
- Appoints Membership Development committee members (in addition to the At Large Board Members who may opt to join the committee) so as to seek to represent geographic diversity and a range of other facets of WILPF US members.

- Develops a relationship and works closely with staff on membership matters.
- Coordinates Membership Development Committee meetings/conference calls
- Serves on the Steering Committee, so participates on all Steering Committee conference calls.
- Designates one committee member to be an ombudsperson for addressing member concerns and complaints and another to serve as liaison to WILPF US at large members.
- When the WILPF US national congress includes a Leadership Institute, serves on the Leadership Institute Committee of the national congress or designates a Membership Development Committee member to do so.