

VP Membership Director of Sarasota/Manatee NOW

Position Description

Effective June 1, 2017

This description provides specific responsibilities of the Membership Director of Sarasota/Manatee NOW and is written in association with the Board Member of Sarasota/Manatee NOW, Position Description.

Purpose of Board Position

The Sarasota/Manatee NOW Board provides leadership to the general membership in alignment with the mission and vision of national and state NOW.

Known Key Relationships

- National Membership Associate
- Florida NOW Membership Director
- Sarasota/Manatee NOW Treasurer
- Chapter Members
- Sarasota/Manatee Now Secretary

Responsibilities – Associated Tasks

These responsibilities are specific for this position and required. However, assistance may be provided from other board members or general members.

1. Coordinate efforts to gain and retain members.
 - a. Greet members attending Sarasota/Manatee NOW meeting and events.
 - b. Encourage membership and involvement in Sarasota/Manatee NOW activities.
 - c. Outreach at community events.
 - d. Outreach to Florida NOW Sarasota/Manatee Counties members-at-large.
 - e. Outreach to educational institutions.
 - f. Outreach to inactive members.
 - g. Contact members as needed regarding renewals.
2. Distribute Sarasota/Manatee NOW brochures; such as at events, in libraries, etc.
3. Provide orientation to new members.
4. Maintain and provide chapter membership list for Sarasota/Manatee Board and Chairs and projects.
5. Document attendance at chapter business meetings to be provided to secretary

Skills

- Public Speaking
- Networking
- Strong Interpersonal skills
- Basic Knowledge of Excel