



Membership Chair: With the help of the Membership Committee and the guidance of the LRIW Board of Directors, promote the LRIW and keep track of membership through the LRIW database. Your job is to work with your committee and grow the individual and corporate membership and encourage membership retention through active contact with members and potential members.

Length of Term: 3 Years | **Time Commitment:** 3-5 hours a month

Characteristics & Skills

- Strong leadership, delegation, and communication skills
- Good database skills, knowledge of Timberlake membership software a plus

Roles and Responsibilities

- Assemble and lead your membership committee to promote growth of LRIW membership
- Help to recruit and retain membership committee members and delegate responsibilities
- Maintain LRIW membership database, online membership forms, create membership reports identifying membership needs (i.e. what is important to them) and job demographics
- Establish committee meeting dates, times and submit minutes of meetings to the LRIW Board
- Monitor the progress of committee to ensure tasks are completed
- Develop criteria for new database (Timberlake) for membership renewal process and tracking