



Membership Committee Chair

Purpose:

- The Membership Committee Chair is charged to promote the membership growth and retention of MSTUG. The Membership Committee Chair is further tasked to maintain and safeguard the membership database.

Requirements:

- The Membership Committee Chair is required to maintain an active membership within the MSTUG organization by keeping membership dues current and actively participating in scheduled events.

Responsibilities:

- Convening a committee, setting meetings and agendas
- Supporting the committee to develop the goals and theme for the event
- Contacting prospective members by phone or email to invite them to join MSTUG
- Responding to disgruntled members and solicit feedback for improvement
- Appointing sub-committee chairs; if needed
- Educating sub-committee chairs on their roles, responsibilities and process
- Maintaining the membership database
- Working within the organization's current budget
- Securing a qualified individual to fill in if unable to attend meeting or event
- Supporting the creation of a Funding Plan
- Creating a comprehensive membership drive plan
- Evaluating the membership drive plan
- Coordinating and supporting the flow of information/communication between committees
- Signing off on all funding plans in advance of any expenditure with the MSTUG Board
- Creating an environment for fun and success
- Working with the Secretary/Treasurer to collect membership dues
- Promoting MSTUG by working with the Communication Committee Chair
- On the day of the event:
 - Identify and welcome guest and potential members
 - Capture new member's information
 - Assist the sign-in table and provide direction to attendees
 - BE AVAILABLE