

# YOUR JOB AS CLUB MEMBERSHIP COMMITTEE CHAIR



As club membership committee chair, you create and follow an action plan to attract and engage members. Find detailed information in [Lead Your Club: Membership Committee](#).

## RESPONSIBILITIES

### ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, for identifying potential new members, member engagement, new member orientation, mentoring)

Meet regularly and plan activities

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

Manage your committee's budget

Work with your club's other committees and your district committee on multiclub activities or initiatives

Report committee activities and progress to the club president, board of directors, and the full club

Determine what else your club expects your committee to do

### YOUR COMMITTEE

Educate club members on how to attract new members and keep them involved

Conduct classification surveys

Look at your club's meetings, projects, and other activities and assess what it offers new members

Develop a membership action plan to improve member satisfaction

Conduct club assessments to ensure that membership development and retention efforts succeed

Sponsor newly organized clubs in your district, if you choose to