

Roles and Responsibilities for the KCMG Membership Chair

Roles and Responsibilities Overview

Role Title

Chair of Membership Committee

Purpose of the Role

The chair of the membership committee is responsible for maintaining and managing the active membership database to achieve certified, active membership and for members to retain active status.

Key Responsibilities

List the main duties associated with the role:

- Membership Records and Administration
 - Enter new students or members and photos in the KCMG database and website directory
 - Maintain the KCMG Master Membership List
 - Prepare monthly reports for the Board of Directors
 - Manage the Membership Committee Budget
 - Submit a new proposed budget to the board of directors annually in November
 - Work with Finance on dues and logo sales; Communications (Mailchimp & Wordpress); MG Training for new interns
 - Hold monthly Membership Committee meetings
 - Maintain the Certification Fact Sheet
 - Maintain the Continuing Education (CE) Booklist
 - Develop and issue membership surveys (annually or biannually)
 - Archive inactive members

- Member Support & Certification
 - Track and ensure that all certified members and interns have paid their dues, signed their volunteer agreements for the current year

- Track and ensure that all certified members entered their minimum required project and CEU hours for the previous year
- Suggest possible ways to earn project and/or CE hours
- Help interns become certified including providing badges
- Provide instruction and suggestions for logging project and CEU hours
 - Enter hours for members unable to do so electronically
 - Assist members with database passwords
- Archive members who have not maintained certification from the KCMG website and Master Membership List
- Assist with and track *Leave of Absence* (LOA) forms. Follow up when they are due back to determine if they wish to reactivate as a KCMG volunteer
- Provide summer and fall reports to project and committee leads showing logged hours

- Membership Recognition and Awards
 - Recognize members with 100+ volunteer hours (pins in 100-hour increments); report to Knox County Extension Agent
 - Recognize members for 5 years of active service (5-year pin); report to Knox County Extension Agent
 - Recognize members for 10 years and each additional 5 years of service (updated name badges); report to Knox County Extension Agent
 - Assist with setting up members who can no longer maintain certification but have provided reliable service as *Friends of KCMG*

- Membership Engagement & Communication
 - Submit an article to the monthly KCMG newsletter to keep members aware of new information or reminders.
 - Organize at least one community-building activity per year
 - Conduct logo item sales annually or semi-annually (select items, manage online sales, distribute items)
- ❖ Growing Connections (subcommittee)
 - Solicit volunteers when members need assistance (especially yardwork)
 - Maintain a list of volunteers willing to help members with physical limitations
 - Keep a spreadsheet tracking volunteer participation in helping events
 - Submit a year-end report to Knox County Extension Agent

Skills and Qualifications

Detail the skills, experience, and qualifications needed to fulfill the role effectively:

- Be experienced with using WordPress or have the ability to learn how to use Wordpress as an administrator.
- Be experienced with using Google Suites or have the ability to learn how to use Google Suites.
- Have experience with developing spreadsheets.
- Coordinate and delegate activities with Membership Committee members.
- Be tenacious in helping members attain certified status and maintain their active status

Reporting Structure

Explain how this role fits into the broader organizational structure:

- The Chair of the Membership Committee reports directly to the BOD and is a voting member of the Board.
- The Membership Committee chair works across multiple KCMG committees, project teams, and all membership, directly or indirectly, to help them become certified members and maintain their membership.

Performance Expectations

- The KCMG database and Master Membership List will be maintained current.
- At least one community building activity will be held annually.

Term of Service

Currently the term of service is two years. With the BOD approval, an additional year can be added. Note: Plans to increase the term of service have been discuss