

Membership Chair

Position Summary:

The Membership Chair serves the Board of Directors (BOD) in an advisory capacity and performs related duties as required. The person collaborates with the BOD in making strategic decisions in best practices and operations in accordance with GNAO bylaws. The role of the Membership Chair is to lead the organization in recruitment and retention of members through communication strategies/ campaigns and the development of promotional materials.

Term of Office & Succession

The Membership Chair is elected by the membership at the Annual General Meeting (AGM) for a two year term and may be re-elected for an another two (2) year term.

Responsibilities:

1. Attends and participates in provincial Board Meetings and on Ad Hoc committees as needed
2. Monitors trends in membership numbers from GNAO's three membership streams (RNAO, WeRPN, and the GNAO website).
3. Provides report of membership numbers, both at the AGM and for board meetings, as requested by the President.
4. Leads initiatives and activities meant to energize membership involvement.
5. Supports the creation of promotional materials to assist in recruitment, retention and other marketing activities.
6. Guides the development of master letters – letters of welcome, lapsed members etc.
7. Liaises with chapter membership chairs as needed to further support the recruitment and retention of members.
8. Responds to membership questions and concerns, as required, with support from the GNAO Executive.
9. Participates in the development of short-term and long-term strategies for the organization.

Time Commitment:

6 hours per Provincial Board Meetings (face-to-face) x 2
2 hours per Provincial Board Meeting (teleconference) x2
2 hours per Annual General Meeting x1
1 hour meeting preparation x 5
1 hour preparation for the Annual Report x1
1 day (plus travel) attendance at the Provincial
Conference (biennially)

Required Skills:

Leadership, facilitation skills, proficient use of computer including word processor, email and internet applications.

Required Equipment:

Computer with internet access, software, printing capabilities and access to a vehicle for required travel.

Qualifications:

The Membership Chair must be a member in good standing and sign the GNAO confidentiality/code of conduct agreement. The Chair must have leadership, facilitation, computer, and communication skills.