

Chapter Membership Chair

Role: As a member of your chapter, you have accepted the key and vital role of Membership Chair. In the beginning of our organization, its purpose was primarily directed to serve a small constituency confined to a restricted geographical area. But in April 1964, when Frank Balfour, formally incorporated the American Right of Way Association, the horizons of the organization expanded. Today the Association has grown to seventy-five chapters spanning the United States, Canada and South Africa with affiliates in Japan and the United Kingdom. The Association is truly international in scope and character.

Your role as chapter membership chair is critical in two areas: Member recruitment and member retention. There are many resources available to assist you as you develop member campaigns for recruitment and retention. Most importantly, you're involving the other members on your chapter board in your efforts will go a long way in achieving the goals you set for member growth.

The greatest challenge for any volunteer group is to work as a team to motivate everyone towards an agreed upon common goal. This is done by incorporating the following characteristics into your leadership style:

- Listen
- Recognize and Acknowledge
- Delegate
- Be Positive
- Build Vision

Qualifications: A Chapter Membership Chair must be an IRWA member in good standing (current on all relevant membership dues paid in full at the time you assume the position). Ideally, a Chapter Membership Chair will have been a member of the IRWA and chapter for a minimum of one year prior to taking on the role of Membership Chair.

Specific Responsibilities:

As the Chapter Membership Chair, your primary responsibility is to develop membership recruitment campaigns using the chapter membership report form. Be the point person in the membership renewal process that begins in September of each year for the chapter. Oversee the new member approval process for the chapter to ensure that all new chapter members are approved in a timely manner. Distribute new member certificates and pin to all new members either at chapter meetings or by mail.

You will be asked by the Chapter President to work with fellow board members in setting the goals and objectives for membership growth and retention.

1. Participate in quarterly conference calls conducted by headquarters (typically held in the 2nd month of each quarter).

2. Complete the chapter report form for membership on a quarterly basis. Establish goal, objectives and strategy to obtain the goal. Turn in report to Chapter President and report on status at chapter board meetings.
3. Using contacts within the chapter, obtain mailing lists for coordinated campaigns with headquarters.
4. Obtain list from the Chapter Education Chair of all non-members who have taken a course through the chapter. Send email with application inviting the non-members to join the chapter and IRWA.
5. Obtain list from Chapter Meeting Coordinator of all non-members who attending a chapter meeting. Send email with application inviting the non-members to join the chapter and IRWA.
6. Upon receipt of a pending chapter member email from headquarters, ensure that the new members are approved by the chapter board and notify headquarters of the approval (typically a 30 day or less turnaround).
7. Notify new member with an invitation to attend the next chapter meeting. Present new member with membership certificate and membership pin. If the new member cannot attend chapter meetings, arrange to have the certificate and pin sent to them.

Total Time Commitment: 4.0 – 6.0 hours per month (not including board meeting attendance)