

## Member Renewal Chair

Review of role, responsibilities and leadership attributes:

- Oversee and work with the Director of Member Recruitment & Retention to reach out to members whose memberships are expiring or have recently expired

Reports to: Director of Member Recruitment & Retention

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: 3 hours/month

Specific Responsibilities:

TASK	INDIVIDUAL RESPONSIBLE	CONSULTANTS / CONTRIBUTORS	TIME FRAME	RESOURCES
Reach out to delinquent members	Chair	Dir of Member Recruitment & Retention	Bi-monthly, reports sent on the 15 <sup>th</sup> & 1st	Delinquent member report
Reach out to those whose membership expires within a month	Chair	Dir of Member Recruitment & Retention	Monthly, reports sent on the 1st	Memberships due for renewal report
Thank those who renew	Chair	Dir of Member Recruitment & Retention	Monthly, reports sent on the 1st	Renewal reports