

Rotary District 7610 District Membership Chair

Job Description

Purpose: To assist the District Governor in helping the clubs achieve their goals and objectives related to membership.

Qualifications:

An active Rotarian in Rotary District 7610. Preference should be given to an individual with experience as an Area Membership Coordinator or other club or district leadership position requiring outstanding motivational, organizational and administrative abilities.

Duties and Responsibilities:

- ❖ Fulfill those duties as set forth in the Rotary International Code of Policies and the District Leadership Plan;
- ❖ Assist the District Governor/District Governor-elect /District Governor-nominee in recruiting Membership Committee Chairs and Area Membership Coordinators ;
- ❖ Prepare and maintain a job description for the Membership Sub-Committee Chairs and Area Membership Coordinators;
- ❖ Work with the District Trainer to provide the Membership Committee Chairs and Area Membership Coordinators with job training;
- ❖ Assist the Membership Committee Chairs and Area Membership Coordinators in identifying and using Rotary International resources to include the resources of the Regional Rotary Coordinator team;
- ❖ In concert with the District Governor, work with the Assistant Governors to ensure they are conducting regular communications with Area Membership Coordinators and to ensure that the Area Membership Coordinators are made an integral part of their teams.
- ❖ In concert with the District Governor and work with Assistant Governors, helping to assess club support needs and aligning limited district resources to best meet those needs; and helping to assess

the status of club membership and advising the District Governor and Assistant Governors of anomalies, both challenging and positive;

- ❖ Attend/participate in district meetings and training seminars as required;
- ❖ Prepare/present reports of membership activities at district meetings;
- ❖ Advise the District Governor of problem areas and noteworthy achievements, and keep the District Governor and Assistant Governors informed in all areas of membership.

In performance of his/her duties, the District Membership Chair will coordinate with other members of the district leadership team as appropriate.

In addition, the chair of the committee shall attend a training session that may be conducted by the Zone Regional Rotary Coordinator as appropriate.

District Membership Committee

Purpose:

Identify, market and implement membership development strategies within the district that are appropriate for the district and will result in membership growth. In order to accomplish this, the committee chair will serve as the link between the governor, Rotary International, and the clubs in the district with respect to membership development issues.

Duties and Responsibilities:

- ❖ Plan, market, and conduct a district membership seminar in consultation with the governor and district trainer.
- ❖ Work with the District Governor and club leaders to ensure that the district achieves its membership goal.

- ❖ Coordinate district-wide membership development activities.
- ❖ Encourage clubs to participate in RI or presidential membership development recognition programs.
- ❖ Maintain communication with other district committees -- such as the district extension committee and the district public relations committee -- to coordinate activities that will aid membership development efforts.
- ❖ Identify committee members to all clubs and indicate that members of the committee are available to help them.
- ❖ Encourage clubs to develop and implement an effective membership recruitment plan with the assistance of the Area Membership Coordinators.
- ❖ Assist club membership development chairs, with the assistance of the Area Membership Coordinators, in carrying out their responsibilities.
- ❖ Visit clubs to speak about successful membership development activities; share information on successful activities.
- ❖ Ensure that each club committee has a copy of the Membership Development Resource Guide.

Additional Training Requirements:

In addition to the chair, as many committee members as possible should attend a zone training meeting conducted by the Rotary Regional Coordinator as appropriate.