

ROTARY CLUB OF DISTRICT 7730 PASSPORT

Membership Chair

DACdb Access Level - 3

Deepening our impact by expanding membership is a top priority for us. All member data is held confidential and to be highly protected by Club Officers.

Membership Chair roles and responsibilities include:

- *Collaborate with Club Leadership Team for our Annual Club Health Survey
- *Utilize RI Club Membership Assessment Tools to ensure positive and lasting healthy club membership and retention
- *Encourage and engage active Club Members in prospecting and recruiting processes. Provide support and collaterals to assist them in the prospecting and recruiting process.
- * Ensure diverse and inclusion with membership
- *Prospecting and Recruiting New Members
- *New Member Intake (DACdb profile updates, work with Club Secretary to match their DACdb profile to RI, help them choose a committee to engage in, make them feel welcomed)
- *Membership Rotary 101 Training
- *New Member Welcome at Monthly Membership Meetings, Socials, and any other Club events/ activities.
- *Monthly Membership Reporting to Leadership Team
- *Collaborate with President and Leadership Team to develop an annual membership strategy & goals
- *Collaborate with Club Secretary to obtain terminated names and emails for prospecting and recruiting strategy and execution
- *Engage and participate in any Membership Chair Training with District 7730 and/or RI membership training workshops/programs.
- *Develop and lead the Club's Membership Committee to support annual membership goals and activity.

Club Membership Processes

- *Active Members and Club Leadership shall collaborate with Club Membership Chair and Club Secretary to ensure we develop a highly diverse and inclusive Rotary Club membership
- *All membership data is to be held in the highest confidentiality by all Club Members, Leadership Team, and Club Officers
- *All new member applications are to be processed via our online New Member Application, or through our Club PMail New Member Email Template. President, President-Elect, Secretary and Membership Chair will automatically all be sent a system copy of every new member application.
- *The Club Secretary is responsible for document management of all New Members Applications
- *The Club Secretary is responsible for processing all new member profiles in DACdb. This includes add/delete/updates/terminations.
- *The Club Secretary is responsible to send Pmail out to all ACTIVE members to approve each new member. From the date of Pmail, members have 5 business days to approve, otherwise No reply = Yes. Once approved, the Club Secretary will notify Club Officers and Membership Chair of new member approval.
- *The Club Secretary will collaborate with the club's Membership Chair to ensure each new member application is accurate and complete, and each new member is welcomed, understands clubs annual dues/engagement/RI foundation requirements, and engaged in club committee(s) and activity.