



Volunteer Position: Membership Committee Chair

I. Position Overview

The Membership Chair (or Co-Chairs) is responsible for steering the Membership Committee in attaining annual membership goals by recruiting new members to Impact Austin and renewing memberships of current members for another year.

The Membership Committee Chair also provides oversight in engaging Impact Austin members through First Year Member Outreach and Zone Social activities and providing members with a positive and fulfilling experience.

II. Position Key Responsibilities

1. Provide management oversight for the membership process
2. Participate in recruiting other Membership Committee Coordinators/Chairs (See IV) to assist in overall Membership effort
3. Hold Membership Committee meetings with all coordinators/chairs to check progress, review goals/targets and their status, and identify any areas in need of more focus
4. Provide progress updates to the Executive Director on a regular basis
5. Ensure information and updates are sent to the Marketing Committee for accurate and timely internal and external communications
6. Conduct a Membership Committee debrief annually to identify potential improvements to committee process, procedures, and documents

III. Other Responsibilities

1. Manage the Membership Committee budget and provide input into the budget planning for the next fiscal year
2. Collect and review Conflict of Interest forms from all volunteers
3. Manage and maintain Memberships Committee policies, procedures, and documents and associated shared calendars to ensure clear communications

IV. Membership Committee Coordinators and Chairs

1. Membership Renewal Outreach Team Coordinator(s)
2. Membership Recruitment Coordinator(s)
3. Zone Social Chair
4. New Member Outreach Chair



V. Skills Recommended

1. Manage and facilitate meetings, promote DEIB values, due diligence, objectivity, consistency, and fairness.
2. Good analytical, decision-making, conflict resolution, problem-solving and people skills
3. Basic proficiency in email, Microsoft Word, and Excel

VI. Prerequisites

Current Impact Austin member

VII. Time Requirements

Generally, the time commitment ranges from 8-10 hours a week and can increase to 10-15 hours a week September to December. This time commitment may vary depending on upcoming events that have a focus on member recruitment, the number volunteers on the committee to share the workload and whether there is a Co-Chair.

The Membership Chair position is, ideally, a two-year term, with the option to renew according to the volunteer's availability and interest.

Thank you for your interest in volunteering with Impact Austin!

Please fill out our online [Volunteer Form](#) to get involved and we will be in contact with you as soon as possible.

impactaustin.org/volunteer