



MEMBERSHIP CHAIR

Position Type and Term

- Elected by NOVAA membership.
- One year term with reappointment possible.
- Time Commitment: Monthly board meetings (2 hours) plus approximately 10 hours per month (some of which can be delegated to committee members).

Goal

Position NOVAA as a leader in providing training and professional development opportunities to the volunteer engagement community by growing its membership and encouraging networking & professional engagement.

Duties and Responsibilities

Visualize and implement possibilities for recruiting and retaining NOVAA members. Lead the Membership Committee. Work directly with the Administrative Assistant to the board (currently Westside Secretarial) on administrative tasks related to membership.

Lead Member Retention Efforts

- Build relationships with as many NOVAA members as possible
- Provide customer service for NOVAA membership, answering general membership questions and resolving account issues
- Identify strategies to improve the membership experience for members
- Coordinate complimentary memberships

Committee Development and Annual Planning

- Schedule meetings and meet regularly with the team
- Ensure that all committee members understand their role and are doing them
- Oversee efforts of the Happy Hour Coordinator, Morning Meet-Up Coordinator, Recruitment Coordinator, and Database Coordinator
- Attend all events that the committee coordinates
- Facilitate communication with other NOVAA committees

To apply for the 2022/2023 NOVAA board, please fill out our online application, starting April 10, 2022:

<https://forms.gle/gAKouZhsmc8C67TR7>

Applications due by Monday, May 2, 2022.

Contact Board Development Chair Sarah Delepine at SarahDelepine22@gmail.com with any questions.