

# San Francisco District 11 Democratic Club Membership Chair

**Summary:** The Membership Chair manages membership recruitment, processes new and renewing member applications, and maintains accurate member records. Outreach is the major part of the duties, but developing and implementing a plan to achieve outreach objectives is essential.

**Qualifications:** Member in good standing, outgoing personality, membership in other community organizations, ability to use or learn to use spreadsheet software and website admin dashboard.

**Term:** 2 years from July 1 to June 30 appointed by the President and approved by the Board. In the situation of an unexpected vacancy or otherwise incapacity of the appointed Membership Chair, the President may appoint an interim Chair until the next regular nomination period and June election.

**Reports To:** The President and the Executive Board

**Works With:** Executive Board, especially president, treasurer and secretary, the SFDCCC, the California Democratic Party and the membership at large.

## Duties:

- Processes memberships for new and renewing members and maintains accurate member records on spreadsheet.
- Sends a welcoming letter to each new member and signs up new member to [www.sfd11dems.com](http://www.sfd11dems.com) website and enters member email into mail chimp email list.
- Works with President and Treasurer to ensure supplies of brochures, member sign-up forms, Club stationary, clipboards, pens and other outreach materials and supplies are readily available.
- Develop potential member lists from SFDCCC and Election Dept. files of registered Democratic voters
- Creates a committee and appoints members willing to serve on membership committee, develops yearly membership plan
- Provides membership fee information to Treasurer.
- Collects demographics on new and renewing members and ensures that information is updated in spreadsheet and member contact lists.
- Coordinates dissemination of member application information at:
  - Community events such as the Mission Terrace 4th of July Picnic, Excelsior Street Fair, Excelsior Art Walk, and Ocean View Art Festival
  - Each of the neighborhood organizations in San Francisco's District 11 and exhibitions, conferences, and other art related activities.
- Prepares a roster of members with contact information for the President and Secretary.
- Prepares and distributes biannual report on membership activity from January 1 through June 30 and July 1 through December 31 report to the Board within ten days of the end of the calendar year quarter
- On an as-needed basis create a survey instrument to assess member satisfaction, concerns and logistical preferences of members.
- Reports on membership activity at each Eboard meeting.