



Membership Chair Position Description

Board Objectives:

The Board of Directors has the responsibility of carrying out the mission and vision of YNPN-Madison. The Board implements and supports plans, policies and objectives to ensure it maintains its values and meets established goals. The Board is a governing body with legal and ethical obligations to the organization and its membership.

Position Objectives:

YNPN-Madison moved to a paid membership model in October 2015. We saw tremendous success in this model, and now need to create a sustainable plan for member management, retention, and recruitment. This position is all about creating a positive member experience.

Key Roles & Responsibilities:

- Maintain accurate and up to date records of membership information and database
- Send acknowledgements to new members and renewing members in a timely manner
- Work with the board to utilize radical welcoming technique to enhance membership experience
- Create and implement new member, retention, and recruitment plan
- Meet with organizational membership liaisons
- Respond to inquiries regarding membership
- Maintaining member information between two systems (NationBuilder & MailChimp)

Time Commitment: This YNPN - Madison Board of Directors meets every three weeks. Ongoing responsibilities require 1-3 hours of work per week. Board Members are also expected to regularly attend YNPN events.

Position Benefits: In addition to gaining experience with membership management and relationship building, general board members benefit from

- Gaining exposure to nonprofit governance procedures
- Developing and enhancing leadership skills
- Meeting awesome people who also want to enhance the nonprofit sector
- Learning about other young professional membership and nonprofit organizations
- Eligible to be elected as President after one year of service