



## JOB DESCRIPTION

**JOB TITLE: MEMBERSHIP COMMITTEE**

**DATE: April 26, 2018**

**REPORTS TO:** AOS Board of Trustees

### Job Summary

The Membership Committee is responsible for determining classes of membership, increasing and retaining membership, and supporting membership services for the AOS.

The President during the annual meeting of the Board or as soon thereafter as practical and with the approval of the Board shall appoint the chair of the Committee who, unless provided otherwise by the Board, shall not serve as Chair for more than four (4) consecutive years.

Ref. By-laws 2.1, 6.1, 7.1

### DUTIES & RESPONSIBILITIES:

The **Membership** Committee:

- Is charged with attracting, increasing and maintaining membership in the American Orchid Society
- Proposes the criteria for membership, develops membership materials and benefits for approval by the Board to support and achieve the mission of the AOS
- Develops/executes special programs/projects designed to enhance, encourage and reward membership, e.g. Membership longevity certificate, free extended membership upon attracting a new member at renewal of AOS membership, etc.
- Makes members aware of AOS benefits to membership, and directs members to sources of information that will assist them in their learning and growing of orchids.

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- In conjunction with the Marketing Committee proposes and develops recruitment and retention campaigns and activities to attract and retain members. These are presented to the Board for consideration and approval.
- Works cooperatively with other Committees to further their work where membership issues are concerned, e.g. Development committee re annual membership fundraiser, Education Committee re new programs for members, e.g. webinars, with IT committee on web-based information.

## **Duties of the Chair of the Membership Committee**

- Ensures Committee has broad regional representation from the membership.  
.Sends out notice/agenda of Committee meetings to Committee members.
- Chairs all meetings of the Committee and ensures preparation of minutes of Committee meetings and distribution to Committee members.
- Supervises/coordinates the work of the Committee.
- Prepares a report to the Board for each fall and spring Board and Members Meetings which provides an update of the work of the Committee and its accomplishments.
- Serves as the point person for the Committee to communicate questions and concerns to the Board, AOS staff, Executive Committee and vice versa.
- Assures website information stays current for Membership information. This includes coordination with AOS staff and IT to follow-up on requested updates to completion.
- Represents the Committee at meetings of AOS committee chairs.

**Approved by the Board of Trustees in Wichita, Kansas on April 28, 2012**

**Revised and approved by the Board September 29, 2016**

**Revised splitting duties of MAS Committee draft January, 2017**

**Changes approved by BOT April 26, 2018**