

San Antonio Conservation Society

Job Description

MEMBERSHIP/ VOLUNTEER COORDINATOR

The purpose of this committee is to orient and engage Associate and Active Members in Society activities and programs, and to oversee elections of Active Members. Staff manages the updating and maintenance of membership records. The committee shall be made up of a Chairman, Vice Chairman, and representatives for volunteers at our various properties and programs including the Steves Homestead, Wulff House, Yturri-Edmunds, and NIOSA.

DUTIES OF THE CHAIRMAN

1. Appoint members to committee and present to President for approval. Assign committee duties to members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate all activities.
4. Include two Active (not on Board of Directors) and two Associate Members on the committee.
5. Present a list of new Associate members and a membership breakdown quarterly to the Board of Directors, and share names with committee chairmen based on volunteer interest forms.
6. Be responsible for annual Active/Associate Membership Orientations.
7. Review all membership forms and revise as needed. Forms: new member application; welcome letter; volunteer form; program orientation agenda.
8. Be responsible for sending out dues renewal notifications in January. Begin preparations in December. Coordinate with the Staff Liaison for printing of new membership cards and preparing mailing. Sign new member correspondence, and contact lapsed members.
9. The Vice Chair shall lead a team of committee members to seek out and nominate potential Active members prior to the membership renewal mail-out in preparation for the Annual Meeting & Election in May.
10. Present to the Board each May a ballot of nominees for Active Membership with their qualifications. Direct endorsers for active membership are to state reasons for endorsement.
11. Present to the Board each May a list of those who have been proposed for honorary membership.
12. Coordinate sign-in for Active and Associate Members as required at meetings.
13. Assist with notifications by mail, when requested, to the Board of Directors and the membership.
14. File a final report of the committee's activities before the June general membership meeting.