**Position:** Membership Chair

**Length of Term:** X year(s)

**Estimated Time Commitment**

**Summary**

The membership chair is responsible for recruiting and engaging members, helping them to understand and experience the benefits of belonging to CEC.

**Responsibilities**

* Prepare and engage volunteers who can support membership recruitment and retention efforts
* Attend board meetings
* Review membership data via the CECommunity’s Unit Leadership group; track trends and report findings to the board
* Develop and execute membership recruitment and retention efforts through engagement
* Work with other board members and committees support offerings for networking, connection and collaboration between members
* Support the onboarding/welcoming of new members through programs and Welcome Letters
* Develop renewal campaigns for expiring and lapsed members
* Share benefits of membership and member testimonies the potential new members
* Support members in their pursuit of higher engagement in CEC activities and programs

**Qualifications**

* Be a current member of the Council for Exceptional Children
* Strong communication skills
* Demonstrated commitment to CEC
* Passionate about connecting with CEC members
* Familiarity with CEC’s membership benefits and/or packages
* Willingness to connect with members and potential new members
* Regularly and consistently attend board meetings
* Support members in their pursuit of higher engagement in CEC activities and programs
* Prepare and engage other volunteers who can support membership recruitment and retention efforts
* Share benefits of membership and member testimonies to potential new members;
* Support the onboarding/welcoming of new members through programs and Welcome Letters
* Develop and execute membership recruitment, engagement, and retention efforts through broad, consistent member engagement
* Review membership data via the CECommunity’s Unit Leadership group, track trends, and report findings to the board
* Work with the CEC HQ Engagement Team to understand current trends and issues with retention
* Develop renewal campaigns for expiring and lapsed members
* Work with other board members and committees support offerings for networking, connection, and collaboration between members and stakeholders

Last Updated: Month Year