

# Membership Committee Overview

The Membership Committee will complete membership drives to promote and increase club membership from participants, will maintain the membership list and will provide communication regarding the Alano Club (newsletters, annual meetings, etc.) to the membership at large.

## Role of the Committee Chairperson:

**Role Overview:** A Committee Chair leads a specific committee, ensuring it functions effectively and achieves its objectives.

### Key Responsibilities:

- ❖ Lead committee meetings and set agendas.
- ❖ Coordinate with committee members to achieve goals.
- ❖ Report committee progress to the board.
- ❖ Ensure committee activities align with the organization's strategic plan.
- ❖ Recruit and engage committee members.

### Qualifications:

- ❖ Experience in the relevant area of the committee's focus.
- ❖ Strong leadership and organizational skills.
- ❖ Commitment to the mission and values of the Alano Club of Battle Creek, Inc.
- ❖ Ability to motivate and engage committee members.

## Key Responsibilities:

- ❖ **Membership Drives:** Plan and execute membership drives aimed at recruiting new members and retaining existing ones, with a focus on engaging participants in the Club's activities.
- ❖ **Membership Management:** Maintain and update the membership list, ensuring accurate records of all current and past members.
- ❖ **Member Communication:** Develop and distribute regular communications to members, including newsletters, announcements, and invitations to annual meetings.
- ❖ **Outreach and Engagement:** Engage with members to understand their needs and interests, fostering a strong connection between the membership and the Alano Club.
- ❖ **Collaboration:** Work with other committees to align membership initiatives with overall Club goals and events, ensuring a cohesive approach to community engagement.
- ❖ **Reporting:** Provide regular updates to the Board on membership trends, challenges, and opportunities for growth.