



**Reports to:** Board of Directors

**Direct Reports:** Social Committee

**Term:** Up to 3 years

**Description and Qualifications:**

Directs and oversees membership activities for a COGGS. Develops programs, initiatives, and policies designed to increase membership. Creates, updates, and distributes information to current members as well as prospective members. Provides status reports to the board and membership. Provides input to strategic decisions for COGGS working closely with membership and board members. Resolves issues associated with membership and brings membership issues up with the board as appropriate. Typically requires the ability to run basic databases, organize and summarize information, use basic computer software, and understand basic accounting. Experience in human resources, having an outgoing nature, a passion for outreach, and instructing/overseeing volunteer work are a beneficial to be successful in this position.

**Recurring Duties:**

1. Maintain an active list of memberships including current, lapsed, expired
2. Membership drives to promote and recruit members
3. Outreach to organizations to increase membership benefits
4. Chair Social Committee Meeting and activities
  - a. Gitchee Gumee Galavant
  - b. Annual Meeting
  - c. Other social rides and activities
5. Monitor volunteer hours