



Leadership Team Position Description

(Leadership Team positions are elected by the membership)

Membership Co-Coordinator

This is a shared position:

- Maintains membership level while increasing and diversity of membership per goals set by the Leadership Team
- Manages membership rosters and membership-related communications
- Prepares for and facilitates monthly member/public meeting check-ins
- Participates on the Leadership Team.
- Plans and organizes membership-related activities such as surveys and social events.
- Requires an average of three hours per week.

Basic Requirements:

- Must be a member of the League of Women Voters Dakota County
- Experienced and comfortable with spreadsheets and Word documents. Will also be using *Google G-Suite* to maintain membership rosters and work with shared documents.
- Enjoy communicating with a variety of persons face-to-face, by email, and phone.
- Able to work with LWV MN office to resolve roster discrepancies if necessary.

Specific Responsibilities:

Attends monthly member/public meetings generally first Tuesday of the month at local library.

Recruits, trains, and encourages volunteers as part of the Membership Team to assist in setting up meetings, checking in members and visitors, and welcoming all.

Attends Leadership Team meetings, evenings the third Monday of the month at local library.

Participates in special meetings needed for strategic planning, budgeting, and other Leadership Team responsibilities.

Updates member roster weekly when information is received from LWV MN, according to Roster Procedures. This includes completing process for those who do not renew.

Sends out welcome emails to new members.

Updates attendance and additions to Potential Member Roster from sign-in documents following monthly Member/Public meeting. Files documents.

Forwards sign-up information from Opportunities clipboards to appropriate LT member following monthly meetings.

Assembles and sends membership renewal notices with help of LWVMN.

Sends reminder email and phone call if necessary for members who do not renew.

Prints/assembles name badges for new members and for meeting speakers/guests.

Maintains name badge file.

Maintains and reports on Membership Supply Inventory as needed and requested.

Monitors LWV DC Gmail Inbox for inquiries, handling as appropriate, either directly or by forwarding to appropriate Leadership Team member.