

# Membership Chair Responsibilities

## General:

*To be effective, our Rotary club needs members. Our club's ability to serve the community, support The Rotary Foundation, and develop leaders capable of serving Rotary beyond the club level is directly related to the strength and size of our club's membership base.*

The membership chair provides the leadership to develop and implement an action plan for recruiting, retaining, and educating club members.

## Specific Duties:

The Membership Chair has the following specific duties:

- To assess the club's membership situation and the effectiveness of membership growth and retention efforts
- To guide the club in setting and achieving club membership goals for the coming year
- To educate and train club members about the importance of recruitment and retention of qualified, diverse members
- To provide a contact point for individuals who seek membership information regarding the Rotary Club of Pittsford
- To shepherd new member proposals through the club's review process in a timely manner
- To conduct 1 or 2 new member orientation meetings during the year
- To plan and execute a mentoring program for new members
- To assist the integration of new members into our club, District 7120, and Rotary International by supplying detailed new member information to the Club Secretary, Club Treasurer, and Director of Club Services. (This should be done immediately upon induction of a new member into our club.)