

# Volunteer

## Role Description

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### **Membership Committee Coordinator**

The Nature Trust's membership is a source of pride and strength for the organization, and keeping that membership robust is a top priority. The Membership Coordinator oversees the work of the committee in recruiting, communicating with and catering to the needs of our many members. This job is great for a people person who is well organized and enjoys a team atmosphere.

#### **Role Description**

- Assist with development of membership plan and deadlines.
- Assist with recruitment of committee members.
- Call and chair committee meetings and communicate with members when necessary.
- Act as liaison between the Board/staff and the committee.
- Ensure brief minutes are kept for meetings and a copy forwarded to committee/staff.
- Coordinate volunteer efforts to ensure the following:
  - Membership renewal letters are composed and mailed.
  - Develop innovative methods of member recruitment.
  - Public relations and promotion of membership.
  - Committee presence at community and volunteer events.
  - Membership information is appropriately recorded.

#### **Qualifications/Skills Required**

- Well-developed interpersonal and communication skills.
- Strong organization and leadership skills.
- Creativity and resourcefulness in keeping committee members motivated and on task.
- Enthusiasm and ability to work with minimal supervision.

#### **Time Commitment**

The volunteer should attend and participate in all committee meetings, and be willing to spend 3 hours per week on other activities, during the annual membership drive.

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# Volunteer

## Role Description

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### **Membership Committee Volunteer**

The Nature Trust's membership is a source of pride and strength for the organization, and keeping that membership robust is a top priority. The Membership committee coordinates the recruitment of, and communication with our many members. This job is great for motivated individuals who enjoy a team atmosphere.

#### **Role Description**

- Attend and actively participate in committee meetings.
- Communicate with members when necessary.

**Individual committee members, in the spirit of cooperation and teamwork, will each take responsibility for some of the following tasks:**

- Membership renewal letters are composed and mailed.
- Develop innovative methods of member recruitment.
- Public relations and promotion of membership.
- Committee presence at community and volunteer events.
- Membership information is appropriately recorded.

#### **Qualifications/Skills Required**

- Well-developed interpersonal skills.
- Enthusiasm and creativity.
- Creativity and self-motivation.
- Nature Trust will provide an orientation and any necessary training.

#### **Time Commitment**

The volunteer should attend and participate in all committee meetings, and be willing to spend 3 hours per week on other activities, during the annual membership drive.

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