



League of Women Voters of New Mexico Job Description – Membership Chair

PRIMARY ROLE: To encourage membership growth among local chapters of the LWVNM and to maintain records for those joining LWVNM as members-at-large.

RESPONSIBILITIES: the means to achieving the goals of the office. In implementing these duties, the Director of Membership works closely with the President and/or the Treasurer of LWVNM, depending upon which is more pertinent to the current project.

The LWVNM Director of Membership is directly responsible only for keeping and updating the current roster of LWVNM Members-at-Large and communicating directly with them. The state-level director does not in any way change rosters or member information for the individual local Leagues.

The Director does send the names of the LWVNM members-at-large to the nearest local League, so that the local Leagues can provide them with copies of their VOTER, with details about activities, and can include them in fund raising activity.

Since the Director of Membership is a member of the LWVNM Board of Directors, attendance at the bi-monthly meetings is mandatory (unless excused by the President). The Membership Director who cannot attend a meeting should send a written membership report to the President before the meeting.

The Director of Membership must learn to use the LWVUS online Membership Roster and read every communication from LWVUS, especially those that focus on membership.

The Director of Membership must maintain a portfolio including

- access codes to the LWVUS online roster
- contact information for liaisons at the LWVUS Membership office
- the original membership application forms of all current Members-at-Large
- a print copy of the past two years' LWVNM Membership roster and of the Summary Sheet from the LWVUS online database

so that this information can be passed on to the next Membership Director.

The Director must verify that Members-at-Large are included on the LA PALABRA mailing list.

Additionally, the Director of Membership should

- 1) Identify promising recruitment strategies and share these with the membership and local League Membership Chairs by writing quarterly articles to submit to LA

PALABRA.

- 2) Maintain regular (monthly?) communication with local membership chairs, especially to remind them to stay in touch with their local members and to use their access to the LWVUS online membership roster to identify nationally recruited members who live within commuting distance of their local League so that those "National" members can be included on the Local mailing list. In February each year, LWVNM's Membership Director also should send to the Local Membership Chairs a list of the LWVNM Members-at-Large and then notify the Chairs of any changes that may occur during the year.
- 3) When the LWVUS Membership Office notifies the LWVNM President of the presence of a newly recruited National member in our state, the President forwards this e-mail notification to the LWVNM Membership Director who should then send a welcome letter, inviting that new member to become an LWVNM Member-at-Large if the new member does not live within commuting distance of one of the Local leagues.
- 4) Encourage and participate in any state-wide events (like the State Fair) that might provide opportunities for increasing membership
- 5) Monthly, if necessary, add new Members-at-Large to the state-level on-line Membership Roster of LWVUS.
- 6) Send summaries of LWVNM Board Meeting activities to Members-at-Large after every meeting.

--Submitted by Johnnie R. Aldrich
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