

**Position:** Membership Committee Coordinator

**Responsibilities:**

- Maintains membership database
- Responds to member and non-member inquiries regarding general membership questions and volunteer opportunities
- Communicates specific membership requirements to membership and potential members
- Coordinates with National, regional, and other chapters on membership issues including synchronizing membership lists
- Matches members with required skills for specific project and non-project chapter needs
- Tracks membership and monitors payment of annual membership dues
- Leads efforts to attract new members
- Works with other Committees to keep members engaged in EWB-related activities
- Develop or use existing channels to increase Chapter membership
- Work with other Committees to fully utilize/expand usefulness of Chapter membership database

**Skills Required:**

- Access or other computer data base management
- Strong interpersonal skills
- Solid organizational skills
- Flexibility for responding to project staffing needs and other needs for searching membership database

**Time Commitment:** 1 to 2 hours per week on average in addition to meeting attendance

**Service Period:** Two years