

WAUPACA COUNTY HCE

Title: Membership Chair Job Description

Purpose: To recruit new members and promote the Waupaca County Association for Home and Community Education (AHCE).

Responsibilities:

1. Serve as a voting member of the Executive Board.
2. Promote membership and participation in HCE through:
 - a. County membership committee
 - b. Media (radio, newspaper, etc.)
 - c. Develop creative promotional ideas (fair booth, town meetings, etc.)
3. Review and assess individual membership annually.
4. Aid in club organization in conjunction with Center Chairs.
5. Order and present membership awards/pins at the Recognition Banquet.
6. Pass records and materials to new Membership Chair.
7. Work closely with the Marketing Chair.
8. Prepare and present written reports for monthly Executive Board meetings plus for the annual Spring and Fall meetings.

Qualifications:

1. Knowledge of Waupaca County HCE organization.
2. Enthusiasm and promotional ability.
3. Positive communication skills.

Term: Two year Term (renewable)

Time Commitment:

1. Attend all Executive Board meetings, annual Fall and Spring meetings.
Encouraged to attend District and W A H C E State meetings.
2. Meet with new clubs.
3. Year long promotional efforts.
4. Keep record of all activities.
6. Pass records to next Membership Chair.