



MEMBERSHIP COMMITTEE

VICE CHAIR MEMBER ENGAGEMENT

- i) Lead the Member Engagement Sub-committee
- ii) Develop and manage retention strategies through member engagement activities (Buddy Program) and involvement during on-boarding process
- iii) Collaborate with Committee Chair, Vice Chairs and sub-committee members

-Work with sub-committee and VC of Member Intelligence to communicate relevant information to new members during on-boarding process

-Work with sub-committee and VC of Member Intelligence to communicate relevant information to existing members as part of the Buddy Program

-Identify opportunities for PWH members to become further engaged in our offerings by working with VC of Organizational Outreach Sub-Committee

SKILLS NEEDED

- (i) Leadership Skills to lead and support committee members
- (ii) Possess extensive knowledge of PWH offerings and be able to communicate the value to members
- (iii) Presentation skills to able to present during Board Meetings or wherever necessary

DUTIES AND RESPONSIBILITIES

- (i) Send welcome email to new members containing link to orientation video and target information from VC of Member Intelligence
- (ii) Responsible for the 1 year survey (developing and modifying when necessary)
- (iii) When necessary, be available for a call when 1:1 or group onboarding presentation is requested
- (iv) Communicate status, issues, success with Chair and other VCs within the Membership Committee during bi-monthly calls

TIME COMMITMENT

30mins-1 hr monthly for sub-committee calls (to be determined by project workload)

30mins-1hr bi-monthly for committee calls with VCs and Chair for status updates

30mins -1 hour (monthly or quarterly) to send welcome emails

1-2 hours to develop 1 year survey

5-8 hours to develop SOPs for sub-committee (ongoing)

2-4 hours ad hoc support

Approximately 20-36 hrs yearly, and as needed.

This is a Board Position, there will be additional time commitment involved as a PWH board member.