

DIRECTOR OF MEMBERSHIP

It shall be the duty of the Director of Membership to oversee the Membership Committee and to ensure that potential new Members are targeted and to oversee recruiting efforts and orientation of new Members.

Director of Membership Duties

- Keep the Membership Committee apprised of CREW DC Events and Board directives.
- Liaison with the Membership Committee Chairs and CREW DC Board
- Assist the Membership Committee Chairs, when needed, in all capacities.
- Recommend to the Board the Co-Chairs of the Membership Committee.
- Provide strategic direction and oversee all responsibilities of the Membership Committee Chairs.
- Attend monthly Membership Committee meetings.
- Coordinate consent agendas with the Chairs for submission to the Board in advance of their monthly meetings.
- Work closely with the Treasurer in establishing and overseeing the budget for the Membership Committee.
- Send updated membership costs each year to CREW Network

MEMBERSHIP COMMITTEE

It shall be the duty of the Membership Committee to target and recruit potential new Members and welcome/orient new Members.

Membership Chair – General Duties

- Work with board to create recruitment list and share list with board.
- Ensure that no more than 25% of total members are Associate, Retired, Public Sector and Student Members (combined in the aggregate) Members (as per the bylaws).
- Ensure that CREW Network is sending out membership applications in a timely manner.
- Maintain a database spreadsheet of prospective members and their status through the process
- Call non-renewals and find out why they are not renewing – provide list of members data in a spreadsheet to the Board as part of their monthly consent agenda.
- Review and approval all new membership applications in a timely manner and determine QFCRE status for CREW Network.

- Communicate with CREW Network and administrative team when a new member has been approved for membership so that they can be invoiced and welcomed appropriately – on a monthly basis.
- Coordinate annual Membership Renewal process ensuring at least one means of outreach to all renewals. Keep Director and Board informed of status of renewals through out the renewal process.
- Connect with new members to orient them on benefits and best ways to become involved
- Host one annual recruiting event.
 1. Gain board approval for targeted invite list.
 2. Work with appropriate CREW DC committee if hosting event in coordination with another CREW DC event.
 3. Coordinate with ACG any registration requirements.

Chapter Administrator

- Manage Sponsor membership comps by obtaining names of members from sponsor firms and ensuring those members are recognized by Network and their Network dues are paid. Committee fills out sponsorship member vouchers.
- Provide “customer service” to members and prospective members (as needed)
- Maintain a prospect database compiled from attendance at CREW DC events by non-members and provide to the Membership Committee
- Invoice student members for dues and application fees
- Track receipt of member dues payments
- Upon receipt of dues payments, process expense voucher and remit Network portion