



Board of Directors Position Description

Position Membership Director	Prepared By Larry L. Reynolds	Date Prepared 05/04/2017 06/24/2017 Rev. 1 01/18/2018 Rev. 2
Duties <ol style="list-style-type: none"> 1. Attend all Chamber board meetings. 2. Report on all membership activities at the monthly Board meeting. 3. Attend all Chamber general meetings. 4. Read annually and become familiar with the <i>Bylaws</i> and <i>Member and Employee Handbook</i>. 5. Recruit volunteers from the membership to form a committee to assist with assigned duties and activities. 6. Maintain the member database. 7. Coordinate with the Chamber Treasurer and Chamber Coordinator to track membership renewals. 8. Provide a monthly report on new members to the Chamber President the day before each monthly Chamber general meeting. The report to include, at a minimum, the company name and the names of employees registered to attend general meetings. 9. Prepare annually a previous member and a non-member invitation-to-join e-mail and letter. 10. Obtain the first week of each July the annual list of businesses registered with the New Kent County Commissioner of the Revenue. 11. Determine which businesses in the New Kent County Commissioner of the Revenue list are not members of the Chamber and coordinate with the Chamber Coordinator to send either the e-mail or letter, whichever is applicable, to each business inviting them to join the Chamber. 12. Personally contact nonmembers and invite them to be a guest at a Chamber member meeting. 13. Coordinate with the Chamber Coordinator to have a supply of various Chamber branded items to give to prospective business members. 14. Coordinate with the Business Appreciation Awards committee chairperson to verify that each business receiving an award is licensed in New Kent County. Report to the chairperson any business that will receive an award is not on the New Kent County Commissioner of the Revenue list. 		