



OHVMA Board Member Position Description

Position Title: Membership Chair

*To promote the wellbeing of OHVMA through recruitment, retention, and succession planning.
To advance the profession of healthcare volunteer administration through education, leadership, development, and networking.*

Scope:

The Membership Chair is responsible for promoting and supporting the membership of OHVMA to grow the Association.

Qualifications:

- Active member of OHVMA, in good standing.
- Employed as a Healthcare Volunteer Management Professional.
- Demonstrates the leadership skills necessary to fulfill the responsibilities of the position.

Responsibilities:

- Responsible for recruiting new members to OHVMA.
- Responsible for retaining current members of OHVMA.
- Be a New Member Mentor by welcoming new members to the association by establishing a relationship and connecting the new member to their District Chair.
 - Introduce new members at annual conference, district education events, webinars, etc.
- Maintain a Membership List for OHVMA:
 - List consists of district, dues payment, hospital/healthcare facility, volunteer management professionals' contact information and certification(s) [CVA, CAVS, CDVS, etc.].
 - Work closely with OHVMA Treasurer to confirm payment/membership status.
 - List should be available through website reports, but it is recommended that the Chair create, maintain, and update an Excel spreadsheet.



- List should be available to members through the website or printed, upon request.
- Form a membership committee, when applicable, with current OHVMA members.
- Maintain written record of activities, including written and oral reports, for the Annual Report for the Annual Conference.
- Attend and report out at Full Board meetings.

Term:

- 2 - year appointed term.
 - Appointed by President and Executive Board (Please reference OHVMA Board Structure).
 - Eligible to serve up to two consecutive terms in the same office or at the discretion of the Executive Board.