

<b>BASIC/Blanchard Community Center</b>	<b>Board Committee Volunteers</b>
<b>Position:</b> Membership Chairperson	Original Date: 1/2022

### General Information & Instructions

Being a BASIC/Blanchard Community Center Committee Chairperson is a volunteer position that commits time, talent, and service. Every volunteer has a duty to act in the best interest of the association as a whole. You should exercise sound business judgment, respect the confidentiality of board deliberations and decisions, and avoid real and perceived conflicts of interest. Regardless of the task you're performing as the Membership Chairperson—you execute your responsibility in good faith, with good judgment, without conflict, and by always putting the association's interest above your own.

### Expectations and Responsibilities

1. The Membership Chairperson will exercise careful and impartial judgment based on direction from the Board, in the local community, and on behalf of the BASIC/Blanchard Community Center
  2. The Membership Chairperson will discuss board business only at board meetings, not at ad-hoc meetings. Remember that the board speaks with one voice; if there's a board decision you disagree with, once it's made, support it.
  3. The Membership Chairperson will be a Community Center member, in good standing with all dues paid, and always exhibit professional behavior.
  4. The Membership Chairperson will comply and uphold the Governing Documents for the BASIC/Blanchard Community Center. The Governing Documents include but are not limited to:
    - a) The Articles of Incorporation
    - b) The By-Laws of BASIC/Blanchard Community Center
    - c) Registration with the Idaho Secretary of State
  5. The Membership Chairperson will serve a one-year term but may serve additional years.
  6. The Membership Chairperson will actively support the Board by:
    - Pursuing the renewal of current members by the end of January while continuing to recruit new members throughout the year.
    - Disbursing membership cards and any information packet that may become available.
    - Coordinating with the Board Treasurer when receiving any membership dues and maintaining a current membership roster.
    - Developing a volunteer list from the information supplied on the Membership Enrollment Form.
    - Compiling a membership Newsletter to be distributed monthly, if possible, or quarterly at a minimum.
    - Undertaking other duties that enhance membership engagement.
-