

## Membership Director

### Quick Start Guide & Tips

#### Important Dates/Deadlines

Monthly	Attend each Network Event and Governing Board Meeting
Quarterly	Hold New Member Orientations
July/August	Network President Elect attends Network 360 in Chicago
August 15	Annual Network Elections completed
October 1	Deadline to submit Network Certification Report to National
October 30	Annual Network Business Planning completed
November 1	Deadline to report newly elected officers to National via Local Network Reporting Form.
December 31	Network Installation of New Governing Board to have been completed
March 31	National deadline to renew members for current year.
April 15	Deadline for State and National Taxes

#### Membership Duties:

- Build Recruitment and Retention Project Teams (see project team template)
- Implement a timely new member “Welcome & Orientation” process using the *New Member Onboarding Toolkit*
- Utilize and implement the *First Year Communication Strategy* focused on membership retention and renewal.
- Work closely with Event Director to provide “Wow” Event’s as a key member value. (see Wow Event Template)
- Total dues amount is the sum of the following:
  - ⇒ Local Women’s Council Dues – Amount per member determined by Local Network Bylaws
  - ⇒ California Women’s Council Dues - \$40.00 per member
  - ⇒ National Women’s Council Dues - \$140.00 per member
- Encourage all members to update their Radius Profile on wcr.org
- Per your network’s Standing Rules: Acknowledge outstanding members and Women’s Council supporters with awards at the Installation Ceremony
- Promote membership benefits on social media, newsletters and at Events
- Members are eligible for scholarships (Women’s Council, California plus Local Network scholarships if included in local network standing rules and annual budget)
- Consider Holding a “New Member Pinning Ceremony” at each event
- Announce all new members consistently via network social media, and Mailchimp

- Maintain and update the Network's CRM of Members and prospective members.
- Hold new member recruitment drives aligning with National's Promotions
- Attend all calendared State Position Specific Trainings via Zoom, National's Elevate Conference via zoom and all State Conferences as network budget allows.

**Resources:**

Women's Council California website	<a href="http://www.wcrca.org">www.wcrca.org</a>
Women's Council National website	<a href="http://www.wcr.org">www.wcr.org</a>
Women's Council National, Facebook	<a href="https://www.facebook.com/wcrfans">www.facebook.com/wcrfans</a>
Women's Council California, Facebook	<a href="https://www.facebook.com/wcrca">www.facebook.com/wcrca</a>
Roadmap for Network Leadership, Council Corner and State Newsletters	Electronic communications from Women's Council, National and California
Network Bylaws	President to always have an updated copy available for reference
Resource Guide	Network Tools Tab at wcr.org
Network Standing Rules	All officers can obtain from President or shared online storage (Dropbox, Google Docs, etc.)