



@ Cal State San Bernardino

## **VOLUNTEER POSITION DESCRIPTION MEMBERSHIP COMMITTEE**

This committee creates and implements plans for the orientation and retention of OLLI members. The committee creates programs and activities to welcome new members including new member orientation sessions. To build a sense of community, the committee directs the planning and implementation of social and academic activities to engage and retain OLLI members beyond standard course offerings.

### **MEMBERSHIP COMMITTEE CHAIR**

- Oversee the successful implementation of the committee tasks
- Plan and prepare meeting agendas
- Lead Membership Committee meetings
- Ensure the recording & submission of meeting minutes
- In partnership with the Volunteer Committee and staff, recruit and recommend Membership Committee members
- Submit brief summary for monthly Leadership Board meetings

**Estimated Time Commitment:** 4 hours per month

### **MEMBERSHIP COMMITTEE TASKS**

- Establish annual member retention goals
- Monitor and continuously improve the member experience
- Work with staff to plan and implement events to welcome new members
- Work with staff to plan and implement member engagement and appreciation activities
- Create opportunities for engagement with and connection to the campus community
- Provide input for social media strategy and implementation
- Evaluate activities and programs to identify best practices and areas for improvement
- Conduct and evaluate a member survey (at least every other year)

**Committee Size:** 4-6 members; minimum 8-month residency required

**Term:** July 1-June 30; renewable upon mutual agreement

**Estimated Time Commitment:** 4-6 hours per month (varies)

**Meeting Requirement:** 3-6 meetings per year, as needed

### **Preferred Experience & Skills:**

- Excellent interpersonal communication skills
- Event planning or hospitality experience
- Outgoing and personable; able to relate to members
- Commitment to OLLI and willingness to promote the program