

**Rotary District 5020**  
**District Membership Development Chair**  
**Job Description**

**Overview and Objectives:**

The District Membership Development Chair will form a Membership Committee to assist Clubs in developing and implementing comprehensive plans for recruitment and retention of members. The district membership committee is responsible for identifying, marketing and implementing membership development strategies that are appropriate for the district. Subcommittees may include, but are not limited to, Membership Development, Retention, and Extension. The District Membership Chair reports to the District Governor.

**Term of Appointment:** The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN.

**Responsibilities:**

- Works with DG and District Trainer to provide annual membership training seminar opportunities for US and Canadian Rotary clubs, both in person and online
- Coordinates district wide membership development activities (District Membership Plan) and presents to DGE
- Works with Public Image Committee and Foundation Chair to promote the Vibrant Club Initiative (see be a vibrant club North America)
- Assists clubs with membership recruitment and retention efforts
- Directs and follows up on membership referrals/leads from Rotary International
- Identifies areas in district where a new club can be chartered
- Maintains knowledge of the requirements and processes for establishing new clubs
- Assists in establishing and organizing new clubs
- Ensures clubs have My Rotary membership resources available
- Ensures membership changes are reported promptly to RI
- Received, maintains and distributes information to Rotary Alumni
- Obtains and distributes membership statistics such as demographic composition and classification data for the District to DG, DGE and DGN as well as clubs
- Recommends new Membership Committee members to District Governor and provides appropriate training
- Meets regularly with Membership Committee
- Supports the DG in matters relating to membership, including liaison on awards and recognition
- Liaises with Zone Coordinator on membership matters, as appropriate
- Keeps District Council apprised of key issues relating to membership
- Submits committee reports for District Council
- Attends District Council meetings
- Submits District Membership award winner to Awards Committee in time to be presented at the District Conference
- Attends DTA/Conference and may be required to give a presentation
- May be required to attend Zone Institute
- Recommends to DG team potential replacements for the Membership Chair position when his/her term is up.

**Qualifications:**

- Competent technology skills
- Familiarity with RI Membership resources available to District and Clubs

- Effective verbal and written communication skills
- Ability to access and respond to all communications (phone, email, etc.) in a timely fashion
- Ability to manage, lead and guide volunteers
- Ability to travel frequently between Canada and the United States
- Service as a Club Membership Chair or member of District Membership Committee preferred
- Must be Youth Protection compliant and have taken District training
- Must be a Rotarian in good standing

*24 September 2019*