

Committee & Chair + of Membership Job Description



+ Mission Statement

Bringing together Remodelers, Builders, Skilled Craftsmen and related Industry Professionals to ensure quality work, encourage high standards and ethical practices within the remodeling industry. Continually strive to educate, mentor and connect remodeling specialists from all backgrounds.

+ Committees Job Summary

Committees can be a practical way to structure and manage the board's strategic work. A committee is created to manage the task(s) or objectives of the board's agenda. A streamlined committee structure will be organized and make use of everyone's special skills and expertise.

+ The general responsibilities of the Membership Committee:

- Helping the chapter to attract new members regularly, as well as retain existing members.
- Collaborate on special member recruitment campaigns, working with Executive Director and with the NARI National office.
- Collaborate with the Membership Committee Chair(s), which is responsible for following up on prospective members monthly, contacting non-renewing members, reviewing new membership applications, contacting existing members regularly to help retention.
- Collaborate on ongoing promotions of new members and renewing members.
- Collaborate on policies and strategic planning of action items for the committee in collaboration with the Membership Committee Chair(s).
- Will be expected to make phone calls to a portion of membership for events/fundraisers.
- Collaborate on welcoming prospective members, guests, and new members at chapter meetings to help foster engagement and meaningful connections.
- Assist with introducing visitors and new members to chapter leaders, committee chairs, and members whose expertise aligns with their interests, specialties, and business goals.
- Serve as a chapter ambassador by helping prospective and current members identify opportunities for involvement, committee participation, education, networking, and sponsorship.

Membership can also be divided into sub-committees to be more effective in its responsibilities: 1) new membership orientation, 2) recruitment, 3) mentoring, 4) membership retention (e.g. new membership, current members), and 5) Ethics Committee. *** see descriptions below.**

+ **Benefits from serving as a Committee Chair:**

1. Improve team leadership qualities.
 2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
 3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
 4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
 5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.
 6. Expand professional networks by building relationships with prospective members, chapter leaders, and industry professionals throughout Silicon Valley and the Bay Area.
 7. Increase personal and company visibility by serving as a connector and ambassador for the chapter.
 8. Help shape the future growth and success of NARI Silicon Valley by attracting, engaging, and retaining high-quality members.
 9. Fast-track relationship building by becoming one of the first points of contact for prospective members, guests, and industry professionals entering the chapter.
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+ **The responsibilities of the Membership Committee Chair include:**

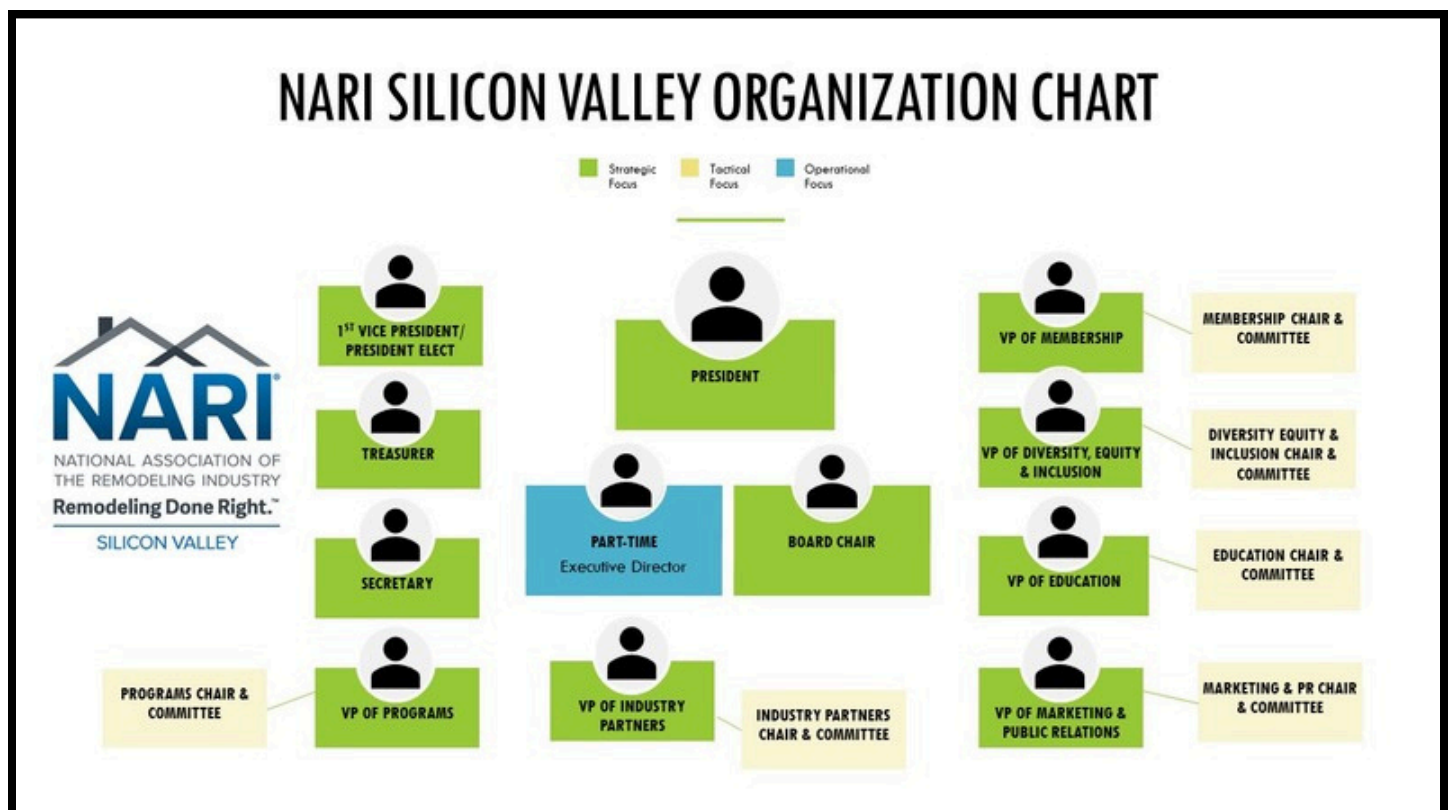
- Guiding and directing the activity of the Committee during his/her term.
- The progress of his/her committee toward achieving its strategic objectives.
- Delegating duties and assign tasks to committee members. Keep committee members engaged with committee meetings and email communications.
- Scheduling and facilitating committee meetings and agendas
- Keeping minutes and provide committee reports to the Vice President or Board Liaison over that committee, who then reports to Board.
- Responding to urgent action items requested by the Committee's Vice-President or Executive Director.
- Keeping a procedures manual for incoming Committee Chair. **Ensure that this position and committee are organized as is necessary to insure a smooth transition for the successor.**
- Soliciting new committee members**
- Keeping committee members focused on goals and achievements
- General understanding of the [chapter's bylaws](#) if plan to move up to a board position
- General understanding of the [chapter's policy manual](#) especially these sections:
 - Solicitation Policy (page 4)
 - Working Atmosphere Policy (page 6)
 - Conflict of Interest (page 9)
 - Code of Ethics (page 13)
 - Board of Directors (pages 18-20)

+ **The qualifications of the Membership Committee Chair include:**

- Chairperson shall have served on the committee prior to becoming chair.
- Ability to be self-motivated, take initiative, and use of available resources to be fully trained in the position within 6 months of the start date (e.g. visit local & National websites for information, use of own or NARISV provided planning documents, and ask questions of Vice President & Executive Director).

+ Time Demands of the Committee (approximate)

Time Commitment	Details
.5-2 hours a month	Depending on the needs of the committee
1.5-2 hours a month	[Optional for Committee Chair] May attend board meetings - Request for action items or direction only - no verbal reports. Email the Executive Director in advance to make logistical arrangements for your attendance.
1-2 times a year	[Optional for Committee Chair] May attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter. Invitations will be sent from the Vice President of the Committee.



Membership Sub-Committees:

Orientation Committee

- Either 1-on-1 or prior to each NARI chapter meeting, there will be an orientation meeting for guest and visitors, lasting approx. 20 minutes. Attendance is mandatory for all new prospective members

who plan to join. During the meeting, there will be a discussion on "what is in it for me as a new member?" In addition, there will be a discussion on what is expected of new members, if they choose to join. Being an active member is strongly encouraged.

- Committee chair and/or helpers will "collect" the recruits at the chapter meetings and guide them over to the Orientation meeting.

Recruitment Committee

It is everybody's responsibility to recruit members, but this committee will be more pro- active.

- Members on this committee should be good networkers who also attend other events, whereby they can meet prospective NARI members.
- They will be the greeters at our meetings for prospective members and guests, and they will also follow up on the leads that we receive from NARI National and the guests that come to our meetings.
- The Executive Director will email list of current leads to chair.
- Serve as chapter ambassadors by welcoming visitors and prospective members at chapter meetings and helping them feel comfortable and included.
- Introduce guests and new members to chapter leaders, committee chairs, and potential business connections based on their interests and specialties.
- Follow up with visitors and prospective members after chapter meetings through phone calls, emails, or personal outreach to answer questions and encourage engagement.
- Help identify opportunities for prospective and new members to become involved through committees, educational programs, networking opportunities, and sponsorships.
- Foster meaningful relationships that help prospective members quickly understand the value of NARI membership, build connections, and become active participants in the chapter.

Mentoring Committee [Preferably at least 6 seasoned members will be needed]

- The Chair of the Mentor committee will be responsible for finding current members to help mentor new members.
- The Chair should work with the Member Retention and Recruitment Committees to find good mentors and maintain awareness of how many new members will be entering.
- The Chair of the Mentoring Committee will report all activities directly to the Vice President of Membership on a quarterly basis.
- New members are those who have been part of NARI for approximately 6 months or less.
- Members of the Mentoring Committee will be responsible for helping new members feel welcome and comfortable at NARI meetings during a minimum of the first 6 months of membership.
- The Mentor will be assigned a new member to greet at the meeting and help to introduce the new member to other NARI members.
- Initial contact should be made prior to the new member's first meeting. Contact should be made via phone, email, or in person.
- During the first six months the Mentor should be able to help guide the new member to join a committee and report back to the Chair what committee the person may be interested in.
- Upon the end of the 6 month period the Mentoring Committee Chair will turn the new member over to Member Retention to be sure all their needs were met and that they will be returning to NARI the next year. Should the needs not have been fully addressed, the new member will be

returned to the Mentor for continued support as needed. The Chair will also report to the head of the committee the new member is best suited to work with.

New Member Retention Committee [Preferably 2 to 3 fairly seasoned committee members]

This committee will be responsible for contacting and encouraging member involvement and continued participation in our NARI chapter.

- The members we will concentrate on are those who have been members for 6 to 12 months. The general intent is to make sure that the new members are getting some value from NARI and will renew their membership.
- The subcommittee will contact this class of member either directly at chapter meetings or by phone, email or otherwise. List will be sent by Executive Director. The prime target will be those new members who have not regularly attended meetings or otherwise participated in Chapter activities.
- The committee will educate the new members about opportunities and advantages for membership. They will also identify members who are likely not to renew and determine why.

Current Member Retention Committee [2 to 3 fairly seasoned committee members]

This subcommittee's job is to personally contact each member whose current membership has just expired.

- This committee will obtain a list, monthly, from the Executive Director of all current members who have not renewed their yearly NARI membership by their due date.
- Along with the regular letters that go out to the members from the Executive Director, the committee will either call or meet with these members.
- The goal is to try to either have them renew their membership, or find out why they felt it was not useful to renew their membership.

Ad-hoc Ethics Committee

- Committee should have knowledge of NARI's [Standards of Practice](#) and Grievance Policy provided by the Executive Director.
- If ethical issues or complaints occur, the complaint must be submitted to the Ethics Committee in writing (such as from a client of a member, or from another member about a member).
- The parties will be advised that they must first try to resolve the problem themselves. If this is unsuccessful, it will be turned over to the Ethics Committee. The chapter's Grievance Procedure will be followed.
- The entire Membership Committee will be on this committee as need arises.