



### JOB DESCRIPTION

Title: Membership Liaison Chair

Member: Membership Council

Goal: Maintain League members satisfaction within their placements and committees and ensure that members are completing their requirements and are in good standing. Encourage active participation and help develop new leadership.

Duties:

- With Membership VP, the committee shall seek input from the Committee Chairs in assembling the slate. Members are slated based on their interest in the position, experience and leadership abilities or potential for leadership. The completed slate will be presented to the Board at the March or April Board meeting for approval
- Chair of Membership Liaison Committee and to schedule and facilitate committee meetings
- Actively work to obtain information about skills and future League plans of members through conversations, e-mails and other appropriate methods, and report pertinent information back to Membership VP via standard mail or e-mail on a regular basis (i.e. twice a month) so information can be added to data base
- Act as ambassadors of JLB, promoting a positive image
- Familiarize self with JLB White Book, particularly those sections on organizational structure, policies and procedures to better assist members.
- Act as liaison between the Placement Committee and Membership VP and Membership Council, communicating information to both groups
- Develops memberships knowledge, participation and interest in the leadership of JLB and AJLI
- Maintain records and files necessary for community and award nominations, selecting delegates, community board members, filing vacancies, slating officers and committee chairs
- Coordinates events for the members for social and engagement within the League.
- Serve in a mentoring and advisory capacity to any Active member in years 3+ who seeks her out, or who is referred to her
- Actively participate in the planning and execution of leadership recruitment sessions during the summer and early Fall. Scheduling, arranging for locations, booking past and current leaders to attend, arranging refreshments, preparing invitations, compiling and distributing information of interest/use to potential leaders

Time Involvement:

- Monthly general meetings
- Slating/Nominating meetings
- Attends Membership Council meeting

Experience:

It is a position that will experience the functions of League and the placement of members. The member should have more than 2 years Active League experience. She should possess good listening, people and organizational skills. This position requires confidentiality during the nominating and placement process.