



JOB DESCRIPTION

Title: WEB Chair and Co-Chair
Member: Membership Council

Goal: Coordinate events of the JLB admissions calendar and to implement the Provisional training course to secure Active status for incoming JLB members. Plan and execute new member social and placement activities throughout the League year to increase new member satisfaction.

Duties:

- Schedule and facilitate New Member (WEB) informational meetings
- Solicit perspective member names from current membership
- Work with Marketing Chair to ensure a minimum of 30 training participants
- Distribute JLB admission applications to interested women via JLB members, inquiries to JLB office and through Communications Council
- Plan activities that will recruit new members to JLB in cooperation with the marketing liaison from all sections of the community
- Process acceptances to the Provisional Class
- Coordinate and prepare the WEB Training Course to educate Provisionals in voluntarism. Secure members of the Board of Directors and membership to speak
- Provide Provisionals with an overview of mission, goals and objectives of the JLB
- Recommend to the Board of Directors that Active status be granted to Provisionals who have completed course requirements
- Plan and execute placement activities throughout the League year for new members
- Continue to provide social opportunities for new members throughout first Active League year of new members
- Initiate and execute a mentoring program for new members so they know someone in addition to their advisor
- Assign advisors to new members

Time Involvement:

- Monthly general meetings
- Membership Council meetings
- Placement hours are flexible and will vary
- Contact via phone and e-mail
- Busiest time from July-October
- Informational meetings take place during the end of July and early August
- The training dates take place in the month of September
- After members are activated, time requirement reduces but continues with regard to social and placement opportunities

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills.