



MEMBERSHIP CHAIR

Purpose:

- Lead TAVA in achieving annual membership goals through actively recruiting new members and re-engaging lapsed members. And, take a leadership role in collaborating with/coordinating the Executive Committee to oversee customer service functions around membership inquiries

Term:

- Complete 2-year term, from July – June annually

Accountability/Report:

- To membership through the President
- Candidates who have been TAVA members for less than one year must provide a minimum of two letters of reference (professional or character)

Time Commitment/Responsibilities:

- **Time Commitment:**
 - Attend TAVA Workshops each month (approximately 4 hours per month)
 - Attend TAVA Executive meetings each month (approximately 2 hours per month)
 - Role support (4 hours monthly, some flexibility required depending on ongoing TAVA projects)
- **Responsibilities:**
 - Attend business and executive meetings and support sign-in/ payment processes
 - Recruit new members and follow up on those whose memberships have lapsed
 - Maintain member database (including approving new members and archiving lapsed contacts) and encourage members to keep information current
 - Respond to inquiries about TAVA membership in a professional manner via email, in person, or by phone
 - Liaise with relevant executives (e.g. Webmaster and Treasurer) as required for membership information and payments
 - Provide Secretary with attendance list after each meeting for inclusion in the minutes
 - Prepare membership information for new, existing, and renewing and coordinate with relevant executives (e.g. Webmaster and Marketing & Communications Chair) to distribute
 - Solicit feedback from membership using online surveys as relevant to improve member experience and increase engagement
 - Prepare and present a Membership Report at the Annual General Meeting
 - Provide orientation and training to successor
 - **Membership, Conference and Email Support:**
 - Collaborate with the Membership Chair to keep membership information current and support where needed
 - Collaborate with the Executive Committee plan/execute conference and to keep conference payment current
 - Collaborate with Executive Committee to manage tavaexec@gmail.com account
- **Brave and Healthy Team:**
 - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly creating space for “braver” conversations around topics important to - or brought up by - our membership.
 - It is the responsibility of each Executive Committee member to practice good self-care (notifying other members when they need support or a break) and to keep each other accountable for responsibly maintaining a healthy space for respectful dialogue and completing the work that supports TAVA’s mission, and annual Executive Committee goals.
 - Willingness to be flexible with role description and to support other Executive Committee roles as needed.
- **Ethical /Conflict of Interest Issues:**
 - It is the responsibility of ALL Executive Committee members to **NOT** promote speakers, initiatives or projects for their own personal advancement (or the advancement of those they might personally know), or that is in direct conflict with the mission of TAVA or the needs of our membership.
 - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly supporting TAVA’s mission, managing TAVA’s budget, and in helping to address any arising ethical/conflict of interest issues.

Skills:

- Solid organization, time management, conflict resolution, and commitment to DEI and anti-oppression practices
- Comfortable working independently and as part of a team

Benefits/Impact:

- Support TAVA and help make decisions on how the Association operates
- Increase your leadership skills and executive experience, while building your resume