



*Providing Resources & Creating Community
to Support and Advance Professional Coaches*

Position: Chair, Membership Committee

Revision Date: 6/30/2021

Approximate Time Each Month: 2 – 4 hours

Position Overview: The Membership Chair shall:

- Preside at all meetings of the Membership Committee.
- Lead the Chapter's effort to keep our Membership roster of above fifty so as to maintain our ICF Chartered Chapter status.
- Lead the Chapter's effort to generate and sustain a robust Associate roster so as to support our financial and community-building goals.

Desired Attributes

- Be a member or associate in good standing of ICF New Mexico.
- Uphold the ICF New Mexico Chapter Leadership Norms.
- Reflect the spirit, training, credentials and integrity of the coaching profession as described in the ICF Code of Ethics.

Position Description:

- Provide leadership and direction to the Membership committee.
- Uphold chapter leadership norms within the committee and ensure compliance with chapter Bylaws.
- Attend monthly leadership team (LT) meetings and other related meetings (e.g., strategic planning) as necessary.
- Implement strategic planning activities related to membership.
- Represent the membership committee at Leadership Team meetings.
- Oversee the annual ICF Membership and Associate campaigns and strive to meet our budgeted targets for both.
- Ensure lists for Members and Associates are kept current and shared with the Communications Committee.
- Maintain ongoing new member service such as welcome packets, social media and personal outreach.
- Lead the process of succession planning for Membership Committee chair and members to include recruiting and onboarding.



*Providing Resources & Creating Community
to Support and Advance Professional Coaches*

- Coordinate with other committees and the leadership team on special projects that provide benefits to Members and Associates, such as the Find a Coach page.
- Recruit new Members and Associates throughout the year.
- Conduct a biannual survey to query the needs of Members and Associates.

Term: One year with a renewal option(s); we encourage continuity in this position.