

CLUB MEMBERSHIP CHAIRMAN DUTIES AND RESPONSIBILITIES

As a club membership chairman, you have accepted a commitment to help build and sustain your club and GFWC. Promote strategic membership planning, with goals and action plans to ensure the future of the your club and GFWC by retaining and recruiting members and renewing Federation enthusiasm and pride. You are a vital link between GFWC national and club members. As you review the position description below, carefully consider the responsibilities involved. While you are not expected to do *everything* that is listed here, you are expected to do *something* listed here. If you feel you cannot fulfill these responsibilities, please do not accept the position.

Purpose of Position

A club membership chairman:

- Promotes the retention of existing members and clubs and the recruitment of new members.
- Projects a positive image of GFWC as an international organization and an awareness of GFWC membership opportunities and benefits.
- Shares information from the *GFWC Club Manual* with club members.
- Encourages members to subscribe to *GFWC Clubwoman Magazine*, GFWC's electronic newsletter *News & Notes*, and join GFWC on Facebook (www.Facebook.com/GFWCMembers).
- Proudly wears the GFWC member pin, especially when traveling to/from meetings.

Qualifications for Position

A club membership chairman is an important and challenging position. It requires *time, patience, energy, and goodwill*. As a recruiter, you personify GFWC to potential members. You may be called upon to speak publicly in workshops, meetings, and convention settings. *Enthusiastic and positive* representation and *support of your club and GFWC* is required. Remember: *membership matters!*

Ongoing Responsibilities

The following tasks are the continuing responsibility of the club membership chairman. For additional instructions and assistance, please contact the GFWC Membership Committee Chairman, the GFWC Senior Director of Membership and Programs, or your GFWC Region Membership Committee member.

- Process, coordinate, and follow-up on new member referrals and member transfers.
- Update GFWC and the state federation with club members' address, e-mail, and other changes in contact information using the GFWC Member and Club Update Form.
- Prepare and file an annual GFWC Membership Report to be eligible for awards and recognition.
- Prepare, process, and present anniversary and award recognitions.
- Fulfill your responsibility as a conduit of information: read all Federation material sent to you, and pass it along to the appropriate people in a timely manner.
- Answer telephone calls, e-mail, and mail promptly: *Monday is for membership!*

- Don't think or struggle to react; just listen. Also, watch for what will never be said out loud. Read the nonverbal signals of others.

Accept the Person and Her Feelings

- Accept the person and her feelings without judgment or reservation. Don't stereotype even though she may be very different from you.
- Accept whatever her feelings may be or how they may differ from what you think someone "should" feel. Don't be afraid that just because the feeling is expressed that she will always feel that way.
- Remember that feelings are neither right nor wrong; they just exist, and can change, too.

Stay With Her Point of View Without Becoming Her

- Put yourself in her shoes at her point of reference. Don't become her, but understand what she is feeling, saying, or thinking.
- For clarification, try translating what she is saying into your own words without being repetitive.
- Stay separate enough to be objective, but involved enough to help.

Trust Her Enough to Keep Out of It

- Trust her ability to handle her own feelings, work through them, and find solutions to her own problems.
- Stay objective. Refrain from offering solutions in order to keep yourself removed.
- Don't intrude on what she is trying to say.

Active listening allows the leader to understand what messages the members are sending her, and is also the foundation for returning feedback effectively to members.

- Subscribe to *GFWC Clubwoman Magazine*.
- Subscribe to GFWC's electronic newsletter *News & Notes* and encourage other clubwomen to subscribe or share the information with your club.
- Join GFWC on Facebook at *www.Facebook.com/GFWCMembers*.
- Pass along materials, files, records, and information to your successor in a timely and organized manner.
- Have an overall working knowledge of all aspects of GFWC membership. Familiarize yourself with the *GFWC Club Manual* and GFWC emblematic and membership materials through GFWC's online store at *www.GFWC.org/Marketplace*.
- Identify and develop materials that are most relevant to the needs of your club for recruiting new members (tabletop displays, posters, customized GFWC mini tri-folds, etc.)
- Don't forget the web! Encourage your club to develop and/or maintain a lively and positive website, and link with *www.GFWC.org*.
- Review materials from other clubs, districts, states, and other organizations for ideas. Contact the GFWC Senior Director of Public Affairs at *GFWC@GFWC.org* as an additional resource.
- Submit articles promoting membership to your club, district, and state newsletters and GFWC.

The GFWC Member and Club Update Form can be found in the Resource Section, the Forms section of the GFWC Club Manual, as well as downloaded at www.GFWC.org/GFWCMembers.

Subscribe to GFWC Clubwoman Magazine using the subscription form in the Resources Section or online at www.GFWC.org/GFWCMembers. For your complimentary subscription to GFWC News & Notes, sign-up at www.GFWC.org.

As a member of GFWC, you have access to the support and expertise of a professional staff at GFWC Headquarters, including the GFWC Senior Director of Membership and Programs, GFWC Senior Director Public Affairs, and GFWC Membership Services Associates. You can reach them at 1-800-443-GFWC (4392), 202-347-3168, or *GFWC@GFWC.org*.

Additional Training

Meetings at every level of GFWC (district, state, region, and national) offer a variety of training opportunities (district, state, region, and national), including membership workshops, roundtables, and informal get-togethers. Meeting attendance provides an expanded perspective on the breadth and depth of GFWC activities and accomplishments at every level.

Last, But Not Least

Keep your eyes and ears open for ways to identify early membership challenges. Your state membership chairman, who in turn works with the GFWC Membership Committee chairman, GFWC senior director of membership and programs, and your GFWC Membership Committee region representative, are all available to assist with your membership needs.

Recognize, celebrate, and share success stories.

HAVE FUN! It's the most challenging job you'll ever love!

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