**Ver. 2 Branch Membership Chair – Role Description**

**Title:** Branch (*insert)* Membership Chair

1. **Location** – from home, at meetings including possible Branch representation at AGM.
2. **Purpose of the Position** – Supports the Association’s efforts to encourage and promote membership, including active participation in the Association.
3. **Responsibilities and Duties:**
   1. Accesses data from central support as required by the branch
   2. Adhere to the Association’s Privacy Policy with respect to the handling of confidential personal information.
   3. Receive from and/or notify other Branches and/or Central Support when members request a transfer in accordance with the Membership Transfer Procedures.
   4. Contact surviving Active Member when primary pension recipient passes as per the Provincial Membership Procedures.
   5. Work closely with Central Support and the Branch Executive.
   6. May work closely with the Branch Treasurer in collection and banking of dues from members who are not on payroll deduction.
   7. If necessary, be a signing authority for the Branch.
   8. Maintain records for the position and pass on to position successor.
4. **Requirements for success** 
   1. Access to a computer, internet connection and basic computer literacy including use of emails.
   2. Ability to use simple spreadsheets or track membership information electronically.
   3. Good communication skills with fellow seniors.
5. **Commitment Expected**
   1. Attend (in person or by video conference) Provincial Membership, Branch and executive meetings as appropriate.