

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:**
 - a. Adhere to the Association’s Privacy Policy with respect to the handling of confidential personal information.
 - b. Receive from and/or notify other Branches and/or Central Support when members request a transfer in accordance with the Membership Transfer Procedures.
 - c. Contact surviving Active Member when primary pension recipient passes as per the Provincial Membership Procedures.
 - d. Work closely with Central Support and the Branch Executive.
 - e. May work closely with the Branch Treasurer in collection and banking of dues from members who are not on payroll deduction.
 - f. If necessary, be a signing authority for the Branch.
 - g. Maintain records for the position and pass on to position successor.
4. **Requirements for success**
 - a. Access to a computer, internet connection and basic computer literacy including use of emails.
 - b. Ability to use simple spreadsheets or track membership information electronically.
 - c. Good communication skills with fellow seniors.
5. **Commitment Expected**
 - a. Attend (in person or by video conference) Provincial Membership, Branch and executive meetings as appropriate.
 - b. Estimated time per month, including meetings ~ 6 hours.