

Position Title: Membership Committee Chair**Position Impact**

While the Masters of the Bench or the executive committee make the actual selection of new members, a small membership committee, lead by a chair, can serve the valuable function of building a file of potential members for consideration.

Position Responsibilities

- Maintain process for new member solicitation
- Coordinate presentations at local or state bar meetings and presentations at section bar meetings for recruitment of new members
- Screen applicants and make recommendations
- Create a waiting list of potential members suggested by current members

Qualifications

- The person in this position must maintain an active status with the Inn throughout his or her term.

Commitment Required

- The term of this position is two years, commencing on July 1 following the elections.

Training

- Meet with the outgoing Membership Committee Chair to review the current standing of the membership rolls and ratios and the waiting list of potential members
- Review the Inn's most recent self-evaluation to determine previous successes or challenges encountered in the position.

Responsible To/Responsible For

- Reports to the Executive Committee

Volunteer Agreement

Position: Membership Committee Chair

Term: July 1, _____ through June 30, _____

I, _____, agree to serve as a volunteer for the _____ American Inn of Court. I have read and understand the position description for the position for which I am volunteering, and I agree to fulfill the responsibilities of that position for the specified term.

Signature

Date