

**DISTRICT 5300 AVENUE OF SERVICE CHAIR
JOB DESCRIPTION
MEMBERSHIP**

Responsibilities of the Chairperson:

1. Promote, coordinate and give guidance in District membership activities including membership development, retention, classification and promotional materials.
2. Review with the District Governor and District Governor-Elect prior to the District Assembly the Governor's goals and objectives.
3. Conduct a plenary session at the District Assembly with guidelines covering the following:
 - 1) District Governor's goals and objectives as related to Membership.
 - 2) Rotary International special emphasis programs. (Should be mandated as a club objective and program)
 - 3) Techniques for successful projects or programs.
 - 4) Techniques for committee operation.
 - 5) Outline the information needed for District Reports and District Awards.
4. Conduct a District membership development meeting with the Club membership and Club Service Chairs. Chair the District club extension program.
5. Present one program about membership at each Assistant Governor's Presidents' meeting with club Membership Chairs in attendance.
6. Submit and encourage clubs to submit articles promoting membership development and retention for District information and distribution.
7. Be available to speak to clubs about membership.
8. Develop and distribute a brochure with membership development and retention tips.
 - 1) Sample Red Badge Program
 - 2) Sample brochure that describes a Rotary club and Rotary.
 - 3) Why be a Rotarian?
 - 4) Member indoctrination and member induction.
9. Make written reports to the District Governor as requested.
10. Monitor, with the assistance of Assistant Governors each club's progress and become their membership coach.
11. Encourage club presidents to lead the membership development process by example. Recognize at each Assistant Governor's Presidents' meeting those club presidents and the top clubs who have sponsored new members that month.
12. Prepare a budget and review it with the Governor.
13. Train and include a Vice Chair in the committee operation
14. Keep a File/Journal and pass it on.