

## MEMBERSHIP DIRECTOR

The mission of the Membership Committee is to maintain current membership while marketing to and recruiting new, high-level professionals in the Nashville regional commercial real estate marketplace that meets the diversity goals as stated in the Chapter's strategic plan. The goal is to be the association of choice for the most powerful, influential and supportive women in the greater Middle Tennessee commercial real estate industry. Tasks include:

- Serve as Membership Director for CREW Nashville Board of Directors.
- Identify Assistant Director to assist in leading the Membership Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble the Membership Committee, hold regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Develop/review for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan when requested by the Board.
- Prepare a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Process and review membership applications, making recommendations to the Board for approval of member applications, and new member orientation.
- Develop annual membership goals for the subsequent year.
- Review attendance of members at Chapter events for purpose of establish members in good standing; determining when to reach out to members to participate more.
- Solicit new members, keeping a balanced representation among membership disciplines and review up-to-date CREW Nashville member and non-member mailing lists no less than two times per year.
- Greet members and guests at events and provide application materials to interested guests. Additionally, encourage members attending events to update their CREWbiz profiles and connect with other members through the CREWbiz app.
- Organize and hold a new member event at least once per calendar year.
- Organize and hold member ambassador program.
- Coordinate with other committees and Board members. In particular, coordinating with the Communications Committee to keep the website current and with the Sponsorship Committee to alert it to new potential sponsor companies and approved affiliate members.
- Prepare a monthly report for the Board Consent Agenda.
- Provide a list of Committee accomplishments to be presented to members during membership meetings and/or retreats as directed by President or President Elect.
- Attend any Member Retreat and/or Board Retreat
- Additional responsibilities as included in CREW Network playbooks.