



Board Director Job Description: Membership Engagement Chair

Term: Five (5) Years

Time Commitment: approximately 80 hours annually

Revised: January 2023

All Board Directors commit themselves to Learning Unlimited for Etobicoke Seniors' (LUE)'s mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LUE By-law, the Policies and Procedures Manual, and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview

This position acts as the liaison between LUE and its members. The objectives of the position are to

- Maintain and enhance LUE's relationship with members.
- Identify, propose, and implement opportunities to increase engagement among the membership.
- Attract members to fill volunteer and Board positions.

Specific Duties and Responsibilities

1. Chairs the Membership Engagement Committee
2. Increases engagement among membership:
 - a. Identifies, proposes and helps implement opportunities to increase member engagement.
 - b. Helps attract members to fill volunteer positions.

Competencies/Qualifications

1. Marketing, HR management, or Volunteer Management experience
2. Excellent communications and interpersonal skills
3. Team membership and leadership experience
4. Computer competency in Word, Excel and familiarity with or willingness to learn Mailchimp
5. Experience with online survey tools such as SurveyMonkey desired