

Environmental Education Association of Illinois

Membership Chair Job Description

In 1972, a group of committed and concerned environmentalists (both conservationists & educators) founded the Environmental Education Association of Illinois (EEAI). Since that time, members of EEAI have provided leadership at the national, state, and community levels. The strength of EEAI comes from its members. Their participation in events ranging from nationally to local levels helps to raise the profile of environmental education and challenges the decision makers to give environmental concerns a priority. Today, EEAI is made up of a group of concerned citizens who are interested in educating people of all ages to the importance of understanding and protecting the environment.

This position is an Ex-Officio Board position obtained through appointment by the Board of Directors and has no term limit. The Chair reports directly to the Board of Directors with responsibilities to ultimately serve the general membership of EEAI through conducting organizational duties specified within the constitution. While this position does not hold voting privileges, it is a highly visible state seat and therefore allows the Chair to have input on all matters of the organization, privileges of bringing matters before the Board for review and act as a consultant and leader of all issues pertaining to their committee.

The Membership chair is required to attend the December board meeting every year and is recommended to attend the remaining Board meetings.

Time Commitment: Approximately 2 hours per week

Job Description: Membership Chair

1. Create, maintain and compile EEAI database of members on at least once a week if not sooner. This includes picking up the mail from Anita Purves Nature Center (we can also make arrangement to mail them to you if you live too far away), checking our Square account and checking the EEAIMembership@gmail.com account.
2. Follow procedures for new member/renewal additions including database entry (Giftworks).
3. Filing and timely deposit of membership funds to Treasurer (at least once a week if not sooner).
4. Send electronic "Welcome Packet" to all new and renewing members (no longer than two weeks after receiving registration form).
5. Electronically notify members who qualify for renewal notices monthly.
6. Submit quarterly membership report for pre-submitted Board reports (include current membership, ideas for improving membership, etc.)
7. Submit database to Regional Directors on a monthly basis.
8. Submit and oversee annual membership budget; follow disbursement procedures as needed.
9. Act as an information source for general membership inquiries.
10. Assist in database requests for conference/ mailing/UPDATE/ ballot, etc. purposes.
11. Oversee membership incentive kit program committee.