



2008 Membership Committee Description of Duties

MISSION

Team the new members with current HBA members so they may develop a commitment to the HBA of Metro Orlando. This pairing will provide the new member a vehicle to network within the building industry by promoting and ultimately increasing their business while retaining their membership.

The Membership Committee has been organized into three divisions to help serve the members of the HBA of Metro Orlando.

(Please check the role(s) that you are interested in and have time to dedicate to.)

Ambassador: Welcome each new member with an office visit or phone call. Invite new members to attend upcoming events. Attend meetings to welcome new members and help them to meet other valuable HBA member contacts.

Retain: Make phone calls to encourage active participation, verify contact information and ensure that members are satisfied with their HBA membership. Remind HBA members to continuously take advantage of their member benefits.

Recruit: Invite fellow vendors, subs, and business partners to get involved in the HBA to enjoy all of the member benefits.

EXPECTATIONS

- ✓ **Join one of the three Membership Committee divisions.**
- ✓ **Attend 9 of 11 committee meetings annually** - When a conflict arises that prohibits attendance, members must contact HBA prior to the meeting if the absence is to be considered an excused absence. Missing 2 or more meetings may result in dismissal from the committee.
- ✓ **Complete monthly assignments** - This may include making phone calls, sending emails as well as reporting results to the HBA office in a timely manner. Please note: when members miss a meeting and do not communicate either their progress or their willingness to continue, their assigned members may be re-assigned at the chairperson's or HBA liaison's discretion.
- ✓ **Attend at least two Member Orientations a year** – to stay familiar with current HBA practices and goals. This is also a time to mentor new members and to help welcome them.
- ✓ **Assist at the General Membership Meetings at least three times a year** - This may include assisting at the membership table.

I agree to serve on the Ambassador Committee through December 31, 2008 and will adhere to this job description to the best of my ability.

Name: _____ Date: _____
Company: _____ Appointed: _____

The average commitment time per month averages 90 minutes, excluding attending the New Member Orientations and General Membership Meetings.