



MEMBERSHIP CHAIRPERSON

QUALIFICATIONS/SKILLS:

A minimum of two years' experience serving on a Committee with knowledge and skills in data mining and Microsoft Office. Knowledge of the Jamaican Canadian Association, including its history and organizational structure is an asset.

TERM:

The Membership Chair is elected to serve for a period of a two-year term. Elected Committee Chairs shall not serve for more than three consecutive two year terms.

REQUIREMENTS:

- Must be a member of the JCA
- Knowledge of Mi-Charity
- A time commitment of up to 40 hours per month, (includes Board preparation, meeting, committee and meeting time)
- Experience managing large information database within an organization undergoing change and restructuring.
- Experience with various software and online platforms including Microsoft Teams, MS Word, PowerPoint, Excel.

MAJOR DUTIES:

1. Convene and chair the Membership Committee.
2. Maintain accurate membership data base.
3. Mail out Annual Membership Renewal Notification by January 31
4. Plan and execute Membership Appreciation Events as mandated by the Board.
5. Be a member of the Awards Committee and support the identification of individuals from the membership and the community as suitable candidates to be presented to the Board for recognition by the Jamaican, Municipal, Provincial, and Federal Governments, and other organizations as appropriate.
6. Maintain an accurate record of all nominees; a copy of the said list is to be filed with the Secretary.
7. Assume overall responsibility for services to members including:

8. The ongoing recruitment of new members
9. Setting annual targets for recruitment of new members
10. Developing outreach and yearly blitzes to attract new members.
11. Collect annual membership dues.
12. Be responsible for offering compassionate support to members/families in the event of illness or bereavement, by arranging hospital/home visits and/or sending flowers/cards/gifts as appropriate.
13. Prepare and submit a report to the Vice President for presentation to members at each quarterly and annual general meeting.
14. Submit to the Nominations Committee an up to date listing of eligible voters in preparation for Annual General Meeting.
15. Submit through the VICE PRESIDENT to the Board for approval the committee's annual work plan and budget not later than three months (3) prior to the Annual General Meeting.