

Role description - Affiliate membership and volunteer engagement

Last Modified on 10/29/2018 4:48 pm EDT

1. **New member outreach** and orientation to local affiliate

- Contact new members provided via reports
 - Friendly welcome conversation, message
 - Share affiliate information (i.e. event schedule, board members)
- Offer to 'meet up' at upcoming event

2. **Radical hospitality** at events

- Ensure a welcoming and engaging environments at all events; ensure no one stands alone
- Designate volunteers to be at registration table at events or be a point of contact for new members/prospects to learn about HBA locally

3. **Membership guest speakers**

- Identify volunteers who are willing to provide a testimonial about the HBA as a pre-event speaker
- Provides value, benefits and personal experiences

4. **Volunteer placement**

- Identify the needs of each committee
- Works with affiliate's directors at large to place in appropriate committees to

place volunteers based on committee needs, as well as volunteer's interests

- Respond to requests for info about volunteering

5. Volunteer Tracking

- Maintain spreadsheet of committee members (template provided by advance team)
 - Document any volunteer performance issues
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