

Role description - DAL, membership and volunteer engagement

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Key responsibilities:

- Represents and is the voice of:
 - the membership and volunteer engagement function on the chapter board: providing guidance, ensuring chapter compliance with HBA engagement standards and policies, aligning and prioritizing cross-functional collaborative activities and reporting functional updates during board meetings.
 - their chapter on regional Engagement COE meetings, to provide local feedback/initiatives and learn of key regional and HBA Central updates
- Plans and implements chapter engagement plans in support of the region and chapter goals and to maintain member satisfaction. Is responsible for growing and retaining the membership and volunteer pool within the area, engaging members and recruiting/placing volunteers in committees as they come in and when requested by other board leaders.
- Builds and manages robust committees through recruitment, on-boarding, mentoring and performance management. Ensures committee members have the tools, resources and training needed for success. Strives to professionally develop their committee members with an eye to leadership potential and succession planning.
 - Committees:
 1. Member outreach
 1. Member orientation, radical hospitality and Lunch & Learns
 2. Volunteer engagement
 1. Volunteer placement, volunteer tracking and volunteer recognition