

To: Virginia Moose Association Membership

From: Eddie Worth – President Virginia Moose Association

Subject: Membership Chairman

This is to announce the position of Membership Chairman for the Virginia Moose Association is open for anyone interested: Should you desire to be considered please send your resume to me at eddie@swva.net no later than December 15, 2018. I, along with the Executive Board will review and make a decision no later than December 31, 2018. The term of this position will begin January 2019. Please review the qualifications below:

Membership Chairman Duties and Responsibilities

- The Membership Chairman shall work with the VMA President, District Presidents and District Membership Chairmen to promote Moose International and Association membership programs
- Establish Association long and short term membership campaigns as well as assisting Districts with their campaigns. In conjunction with the Territory Manager, he provides membership status to Districts, and works directly with District Presidents and District Membership Chairmen having membership production and retention problems
- Using reports provided by VMA liaison contacts each 25-Club member who is within membership sponsor points of the next higher division at least once during last quarter of the fiscal year, advising him how many sponsor points he needs to reach the next level
- Establishes recognition programs that honor lodges making one or more quotas during the year
- Contacts District President of lodges that have not turned in at least one application during any month to determine why, and work with them to correct
- Presents membership related reports at conventions and conferences
- Assist all District Presidents and District Membership Chairmen in establishing membership and membership retention campaigns
- Obtain from the state liaison the district/lodge quota for each lodge and keep track of their progress towards fulfilling their quota
- Establish a recognition program that honors lodges making one or more quotas during the year
- Have or be willing to learn Excel in order to create reports that will be useful in growing and retaining membership
- Provide weekly to lodges thru the VMA office the State AED and provide monthly to District Presidents and all lodges thru the VMA office an AED by District

Fraternally,
Eddie