Uplift Community Alliance®

NEW MEMBER ORIENTATION CHAIR
JOB DESCRIPTION

Position Summary

The New Member Orientation Chair conducts regular orientations to acquaint applicants with Uplift Community Alliance's structure, practices, policies, programs and activities and encourage their membership.

General Responsibilities

- Comply with the committee's Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Member Services Committee, attend meetings and submit reports to the Third Vice President, Member Services.
- Manage the committee budget, approve and submit invoices and vouchers to the Third Vice President, Member Services.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Third Vice President, Member Services.
- Prepare and submit a year-end report as directed by the Third Vice President, Member Services.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Contact applicants and new members in a timely manner to answer their questions and encourage their attendance at a New Member Orientation.

2. Schedule and conduct regular New Member Orientations in coordination with the Mentor Program Chair and Third Vice President, Member Services. Invite philanthropic program leaders and the Uplift Thrift Shop Manager to host tours following each orientation.

3. Update and maintain the New Member Orientation Manual on an ongoing basis to ensure that the content is current and relevant.

4. Complete housekeeping tasks such as ordering name badges, distributing member directories, etc. once an applicant becomes a member. File new member applications and required forms in designated Programs Office binders.

5. Update the New Member Spreadsheet on the Master Data File to reflect New Member Orientation Chair actions taken.

Competencies

Microsoft Word
Digital and electronic communication
Master Data File proficiency