



800 Lakeview Avenue
Jamestown, NY 14701
716-484-8814

Job Description: MEMBER, NEW MEMBER ON-BOARDING COMMITTEE

Reports to: Chair, New Member On-Boarding Committee, Indirectly to District Director of Membership

General Description of Role

The New Member On-boarding Committee is responsible for planning, developing and implementing strategies and activities that support the successful orientation of new Rotarians to their Club, the District and Rotary International. Committee members should have experience working within a committee environment and the desire to support Rotary.

Committee Goals (Current)

- Aligning our work with the other work of the District Membership Committee;
- Developing effective measurements to analyze on-boarding strategies/tactics;
- Developing an inventory of all membership resources;
- Engaging/educating District 7090 Clubs in on-boarding practices and available resources;
- Developing and maintaining a robust Membership Resource page on the District 7090 website;
- Developing best practices for on-boarding new members to clubs and Rotary;
- Developing and implementing new member on-boarding training through various methods (in-person, online, videos, recordings, training modules, etc...);
- Other items we will take into consideration as we progress are: possible corporate member on-boarding strategy; minimum criteria for new member on-boarding;
- Other goals may be identified.

Duties and Responsibilities

1. Attend monthly online Zoom Meetings;
2. Support the goals of the committee;
3. Conduct work/tasks associated with achieving committee goals;
4. Other responsibilities as identified through committee work.

Expected Time Commitment: Average of 2 hours per month