

## Peace River Sail & Power Squadron

### Job Description

**Department:** Administrative  
**Job Title:** Member Involvement Chair  
**Reports to:** Administrative Officer  
**Rank:** Lieutenant

**Purpose:** The Member Involvement Committee is critical to the continued success of PRSPS by actively engaging new members in Squadron activities, civic activities, and educational opportunities. The Committee serves in a number of roles to assist new members in becoming active in the Squadron.

**Organization:** The committee is led by a chairperson or co-chairpersons who report to the squadron Administrative Officer (AO).

#### **Chairperson(s) Duties:**

1. New Member/ Orientation helps plan and hold orientation for new members on a regular basis.
2. Assist Membership Committee Chair in developing and updating a New Member Handbook
3. Encourages new members to continue their USPS and boating education through participation in "Ops in 3" training and other USPS seminars and classes.
4. Telephone Team will call new members monthly to inform them of upcoming events and classes.
5. Dinner Meeting Team make place cards for new members and recruit hosts to greet and sit with new members at business meetings (use reservation list) . Ensure "Welcome" balloons at new member's table at business meetings. Arrive early at business meetings to set up tables (place cards for bridge, new members, guests and hosts).
6. Social Events Team will plan social events for the months that there is no hospitality event planned.
7. Christmas Team will shop for door prizes (budget set by Ex. Com), wrap prizes, and assist at party in giving out prizes.
8. Send an email report at the end of each month to Administration Officer of activities of the Committee.

9. Keep track of hours worked by members for Merit Marks and turn in MM's in a timely manner to ExO. Due in October.
  
10. The chair will appoint one member of his committee as an assistant and mentor them, so they would be able to fill in if the chair is absent or ill. Records and reports should be maintained for use in the chairman's absence and for his successor

Revised: Oct 2016