CHILDREN'S ONCOLOGY CAMPING ASSOCIATION

Membership Committee Chair – Job Description

Position Title: Membership Committee Chair
Reports to: Board President / Executive Director
Position Type: Volunteer Board Member
Term: 2 years (as outlined by the organization's bylaws)

Membership Committee Purpose
The purpose of the Membership Committee is to develop new and innovative ways to attract new members as well as retain current membership. The committee will work alongside regional liaisons and board members to identify and recruit new membership camps, promote the awareness of COCA resources (including virtual education, the PDLC and conference), and recommend the development of any additional support and services to meet member needs.

Position Summary
The Membership Committee Chair leads, facilitates, and represents the committee by setting agendas, managing meetings, guiding discussions, assigning tasks, and ensuring members fulfill their duties. The chair serves as the primary communicator between the committee and the COCA leadership, ensures fair decision-making, and ultimately guides the committee toward achieving its objectives in an efficient and orderly manner.

Key Responsibilities

- **Leadership & Oversight**
  - Chair and lead regular Membership Committee meetings (Virtually- quarterly at minimum) and oversees the work of the committee
  - Evaluate and assess the current membership recruitment and retention plan and foster committee and COCA member camps' conversations that will enhance and expand the services to members
- **Board/Member Engagement**
  - Work with COCA staff, board members to establish and implement goals of membership recruitment and retention plan
  - Recruit regional liaisons amongst the committee members and encourage them as spokespersons in identifying and voicing member needs
  - **Reporting & Communication**
  - Motivate and guide the committee in phone and email outreach to active, and prospective member camps:
    - to invite them to join COCA
    - to welcome them to COCA and to extend resources (Regional Liaisons, virtual education, PDLC and conference)
    - to greet and introduce new members at the annual COCA conference
    - to host membership open forum-virtually or in person at COCAcon

- **Committee Management**
  - Recruit, orient, and engage committee members to actively determine and implement new ways to increase and enhance member satisfaction

- Create and coordinate a system to evaluate and respond to the COCA needs of current and lapsed members
- Encourage conversations to identify new member benefits and services that are needed based on member feedback collected, as well as enhancements to existing member benefits
- Ensure the committee's work aligns with the organization's mission and membership objectives

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General Qualifications

- **Education:**
  - A minimum of a bachelor's degree in a relevant field such as recreation/camp management, public health, healthcare administration, nursing, child life, social work, psychology, medicine or a related discipline.

- **Strong leadership and organizational skills:**
  - Ability to guide, motivate and inspire committee members, manage teams, facilitate discussions, present complex information clearly and effectively,
  - Ability to remain fair and objective during meetings and the decision-making process, and drive consensus among diverse stakeholders
  - Ability to manage schedules, documents, and overall operations of the committee
  - Understanding of and passion for the mission of the organization and an understanding of how the committee's work contributes to enhancing COCA's goals
  - Embodies the values of compassion, integrity, and dedication and is a respected leader in their camp and/or COCA affiliated community
  - Experience as a current or former board member having been actively involved in board committees providing thoughtful recommendations, active listening and displaying effective skills working with others

Preferred Membership Committee Chair Qualifications:

- Past Membership Roles: Prior experience in a similar membership-focused role within the COCA organization or a related one.
- Marketing & PR Acumen: Interest or experience in marketing and public relations, which can be beneficial for recruitment efforts.
- Diversity Focus: Experience in developing diverse and inclusive membership initiatives.

Time and Financial Commitment

- Lead Membership Committee meetings (Virtually- quarterly at minimum) and facilitate its work.
- Present a committee report at quarterly board meetings (Virtually and/or In-Person)
- Should serve on at least one committee
- Make an annual financial contribution to COCA at a self-determined level

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Support Provided

- Partnership with Executive Director and President.
- Access to membership information to implement the work of the committee.
- Training and guidance as needed.