



## **BJCC Committee - Membership Chair**

### **Purpose**

The membership chair supports the chamber to ensure that the BJCC provides a robust and relevant program to its members. Membership should work with all other areas of the committee to ensure that BJCC initiatives reflect the needs of the BJCC community and ultimately drive increased membership growth and retention.

### **Key Accountabilities**

- Maintain ownership of the BJCC members by keeping track of number of members and tracking growth over time
- Liaise with members on their experiences with the BJCC and provide the committee feedback
- Own the membership renewals process, including collating feedback from members who discontinue membership to improve the program
- Promote and maintain the corporate memberships program, including owning relationships with corporate members in conjunction with the committee
- Develop and maintain membership program to provide additional benefits to members
- Welcome new members and help them make new connections at events

### **Ambassador**

- Support with the Ambassador program, including, selection, onboarding and offboarding Ambassadors
- Regularly engage with the membership Ambassadors, including work flow and WIP meetings as required
- Lead Ambassadors who are assigned to membership projects

### **Committee**

- Work with the broader Committee to establish a membership program that provides networking and growth opportunities for members
- Regularly attend the BJCC Committee meetings and provide membership updates to the broader Committee
- Contribute to developing and running events throughout the year
- Deliver a monthly report on all Membership statistics and activities