

POSITION DESCRIPTION:

The Council New Member Coordinator



[Councils are invited to build on this template as they shape the position to fit local needs and opportunities.]

Sustaining strong membership in a council depends both on having new members join units (recruitment) and on ensuring that youth and their families are engaged and develop a strong sense of belonging (retention). The role of the Council New Member Coordinator is to support districts and units in engaging New Member Coordinators to work toward both of these keys to success.

Appointment, Reporting, Support, and Designation

Council New Member Coordinators are appointed by and report to the Council Membership Vice President. They receive additional guidance and support from the Council Executive staff.

Council New Member Coordinator is a functional position within the Council Membership Committee. Holders of the position should be designated in registration records with the title of New Member Coordinator within a council committee.

General Responsibilities

Council New Member Coordinators serve as advocates, promoters, ambassadors, mentors, supporters, colleagues, champions, and cheerleaders for District and Unit New Member Coordinators.

Council New Member Coordinators **lead the council's team effort to strengthen membership in the council through collaboration with New Member Coordinators at all levels.** They are expected to:

- **Share** the New Member Coordinator concept, ensuring council-wide awareness of the benefits of units' having one or more New Member Coordinators
- **Shape** the role of New Member Coordinators in the council so that the district and units benefit from NMC engagement and so that New Member Coordinators are welcomed, trained, and supported
- **Own** the council's New Member Coordinator collaborative infrastructure so that the council feels agency and pride in NMC team accomplishments

Specific commitments

Council New Member Coordinators are encouraged and expected to:

1. Establish goals and action plans for achieving high numbers and percentages of registered and trained New Member Coordinators in units throughout the council
2. Take the lead in building an orientation program for District New Member Coordinators and assist districts in presenting orientation for New Member Coordinators in units.
3. Become familiar with information and ideas on New Member Coordinator electronic platforms including the NMC website and the NMC Facebook page.
4. Collaborate with the District Membership teams in emphasizing the role of New Member Coordinator in starting new units and in action planning for unit recruitment and retention
5. Establish and facilitate ongoing communication promoting the New Member Coordinator concept and sharing successful practices in implementing the concept
6. Facilitate New Member Coordinator learning through conferences and person-to-person mentoring
7. Oversee participation of local New Member Coordinators in district membership planning
8. Provide resources and assistance to New Member Coordinators in developing action plans and implementing welcoming initiatives for their units
9. Present updates to the Council on New Member Coordinator progress and successes
10. Recognize and celebrate the efforts and accomplishments of New Member Coordinators