

POSITION DESCRIPTION:

The District 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 district depends both on having new members join units (recruitment) and on ensuring that youth and their families are engaged and develop a sense of belonging (retention). The role of the District New Member Coordinator is to support units and their New Member Coordinators in achieving both of these keys to success.

Appointment, Reporting, Support, and Designation

District New Member Coordinators are appointed by and report to the District Membership Chair. They receive additional guidance and support from the District Executive.

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

General Responsibilities

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

District New Member Coordinators **lead the district's team effort** to:

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

Specific commitments

District New Member Coordinators are encouraged and expected to:

1. Participate in in-person orientation to the District New Member Coordinator position and online training for the Unit New Member Coordinator position
2. Establish and work toward achieving goals related to numbers and percentages of registered and trained New Member Coordinators in the district's 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 team in starting new units and in action planning for unit recruitment and retention, emphasizing the role of New Member Coordinator
5. Communicate regularly with units to promote New Member Coordinator and to discuss progress in implementing the concept
6. Facilitate New Member Coordinator learning through training conferences and person-to-person mentoring
7. Coordinate participation of Unit 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. Provide updates to the District Committee on New Member Coordinator progress and successes
10. Recognize and celebrate the efforts and accomplishments of New Member Coordinators