



## *Membership Committee Responsibilities*

### **Primary Committee Objective**

The Home Builders Association of Billings (HBA) Membership Committee is the public relation arm of the HBA ensuring that the HBA has a positive image among our members as well as the public at large. The primary focus of this committee is the recruitment and retention of HBA members.

### **Committee Makeup**

The HBA President will select the current year Chair to run the meetings and to ensure that the tasks requested by the HBA Board of Directors or the HBA Executive Officer are being completed by the membership committee in a timely fashion. This individual will serve as Chair for a term of two years. The Chair will select a Vice Chair from committee members. This individual will serve to run committee meetings when the Chair is unable to attend. At the discretion of the Committee chair, this individual will serve a term of two years. At the discretion of the HBA Board President, this individual will serve as the next Chair.

The Chair shall also select a Secretary from among committee members. This individual will take minutes of the Membership Committee Meetings and provide them to HBA staff in a timely manner. This is a yearly volunteer position rotating among the committee members or as designated by the Chair.

### **The membership committee responsibilities and duties are:**

- All committee members must understand that personal contact by this committee with new and existing members is key to the committee's success.
- All committee members will always positively support and promote all aspects of the HBA of Billings.
- Committee members must have a firm understanding of HBA member benefits and will proactively present and promote them to the community at large and to the HBA membership.
- All committee members will actively recruit new members into the HBA
- All committee members will be assigned new members to mentor. The mentor will be responsible for personally presenting the new member packet when the SPIKE is not available and will act as their personal host/ess for the first 6 months of membership at all HBA events.
- All committee members in attendance at HBA events will work as a host/ess to ensure that all HBA members are made to feel welcome.
- One designated volunteer will meet with Businesses hosting upcoming socials to ensure that the social is a success for the business and memorable to the membership
- Two members will volunteer to assist the HBA Staff in registering individuals at the door of each event
- Two members will assist in selling 50/50 tickets or other special drawings at each event
- All committee members will share in the responsibility of making phone calls to new and renewing members encouraging attendance at upcoming HBA functions.
- At each meeting, the committee will sign thank you notes to renewing members.
- Membership committee members will share in the distribution of window clings and job site signs.
- Design and Implement Events as requested by the HBA Board of Directors ensuring that they are positive and memorable experiences.