

**CTPO  
Board Position Report  
Membership Director  
2016-2017**

Greetings and welcome to CTPO!

As part of our organizational goal to align and remain in compliance with our bylaws and non-profit status, I am submitting this position report in order to provide, scope, context and schedule information for the position.

It is important to remember that CTPO is considered a working board of volunteers acutely interested in growing and engaging the GBN patron community in our work to support the program.

As such, and in accordance to our bylaws, the Director of Membership is a voting member of the board. The primary responsibility is to draft, manage and maintain the Membership Work Plan, drafted and finalized by the end of each fiscal year (June 30)

**Duties include but are not limited to:**

Attendance at all CTPO board meetings  
Development and execution of Membership work plan  
Management of Membership database  
Active recruitment of new members  
Active member in good standing

In general it is the opinion of the current Director of the committee the group be comprised of at least four active volunteers: One to manage the membership database, two to coordinate membership recruitment activities and a Director to oversee the work plan implementation process. Our current budget for 2016-2017 fiscal year is \$500.00. YTD expenditures do not exceed \$200. Estimated revenue for this fiscal year is estimated to be \$400.00 in new membership fees. We do not expect to increase our request for the 2017-2018 budget year.

Please see attached slide for details regarding monthly responsibilities and scope of position.

Thank you for considering/lending your support to our work.

Respectfully,  
Debbie Rude  
Co-Chair  
CTPO Membership Committee  
GBN

# Director of Membership

## Scope

- Direct/Manage group work plan.
- Provide monthly updates to the board of directors
- Attend all board meetings
- Attend/coordinate all membership recruitment events
- Manage membership data base and membership structure

## Monthly tasks

- **January:** Middle school recruitment events.
- **February:** WP updates to board
- **March:** WP updates, Techny recruitment
- **April:** Forecasting for next year
- **May:** BTS planning and data updates. EOTY member reception
- **June:** Membership updates to Budget
- **July:** Light planning for BTS
- **August:** BTS marketing and recruitment
- **September:** WP updates and event
- **October:** New Member reception (Cider & Song)
- **November:** WP updates
- **December:** Assist with annual donor appeal