

# **Latino Network Roles and Responsibilities**

## **Adhoc Committees**

**Position:** Membership Chair

**Purpose:** Promote and recruit membership via the list serve, community events, and Latino Network general meetings. Oversees all aspects of membership.

**Key Responsibilities:**

1. Promote, recruit, and retain membership information in Latino Network.
2. Conduct phone banking to potential paid members.
3. Maintains a current list of Latino Network paid members.
4. Works closely with the treasurer to ensure that membership payments are made in a timely manner.
5. Invoices for membership once per year via PayPal.
6. Prepares and sends out email communication to solicit new members.
7. Helps update the membership portion of the website.
8. Serve as the registration chair for the Cesar Chavez Memorial Breakfast and Nuestra Navidad.
9. Attend all board and general meetings, and retreats.
10. Participate in Latino Network committees as needed.
11. Other duties as assigned by the Latino Network board related to the overall purpose and good of the organization.

**Appointed by:** President

**Term length:** 1-year term

**Time commitment:** Monthly Board Meeting, Bi-monthly general meetings, LaNet and community events.

**Hourly Commitment:**

**Reports to:** Vice President